



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: Switchboard Operator/Receptionist

OPEN: December 24, 2025

EXEMPT: No

SALARY: (6) \$17.47- \$19.68/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSE: January 8, 2026

JOB CODE:

DIVISION: Human Resources (HR)

DEPARTMENT: Administration

SUPERVISOR: Executive Office Manager

VACANCIES: 1

JOB SUMMARY: Answer and direct incoming calls in a professional and courteous manner from the switchboard/HR to appropriate departments. Greet and direct guests and staff to the proper destination. Answer questions that may arise concerning LIBC meetings, events, departments, extensions or phone numbers and taking messages, directing calls to appropriate HR employee, mail distribution, handing out HR forms and assisting employees, applicants, and community members. Will perform extensive data entry work. Position requires the ability to rotate to different stations, switchboard, HR, and GM Office. Position will report directly to the Executive Office Manager.

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

1. Answer multi-line phone system for Lummi Indian Business Council. Determine nature of business, and direct callers to appropriate destination.
2. Greet guests and staff in a professional and courteous manner and ensure they reach the proper destination.
3. Ensure front desk is covered from 8:00am-4:30pm, alternating lunch schedule and breaks with other front desk staff as needed.
4. Take messages as needed and ensure callers messages are received by appropriate party.
5. Keep the front desk and waiting area neat, including display racks, chairs, tables, and publications.
6. Maintain a message log of all written messages recorded.
7. Required to provide clerical support to HR by completing task in word processing, Excel, and file management.
8. Perform the records management function for the HR department, organizing and maintaining official personnel files in compliance with policy.
9. Purge and archive files and documents according to the records management policy. This may include, but not limited to: Personnel Action Forms (PAF's), any employee documentation of changes, employee verifications and other documents that are appropriate to be placed in the personnel files.
10. Responsible for processing requests for applications and job descriptions via e-mail, in person, phone or fax.

11. Assist applicants, employees, and community members with HR forms (e.g., applications, personnel requisition forms, personnel action forms, MVR, Background, job descriptions, benefit forms, etc.) and review for completeness.
12. Update and keep daily log of all incoming and outgoing paperwork submitted to HR.
13. Receive sort and forwards incoming/outgoing mail.
14. Assist as needed with intake of job applications for positions available.
15. Perform other clerical duties such as photocopying, faxing files, sending notices out to LIBC departments and collating.
16. File daily work and archive human resources files as necessary and in compliance with the retention schedule of separation, background, drug test and MVR files
17. When filing ensure the I-9 forms are put in the I-9 section
18. Keep file room, copy area and kitchen area clean at all times
19. Intake applications, (including but not limited to in-person, fax, e-mail, mail, and etc.) and record in the appropriate job posting file.
20. Assist with benefits when needed such as stuffing envelopes and filing
21. Assist with staffing by pulling all applications out when it's time for retention
22. Assist background investigator of data entry information on background check and dates
23. Other duties assigned

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1 year experience in administrative and clerical procedures *preferred*.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Computer skills and work experience using Microsoft Word, Excel, and Access.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Knowledge of the principles and processes of providing excellent customer service.
- Ability to communicate information and ideas effectively.
- Ability to organize, plan and prioritize work-Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Ability to multi-task in a fast paced environment.
- Ability to 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.
- Must be dependable by arriving to work daily on time and ready to work.

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.