



The Minnesota Chippewa Tribe

JOB ANNOUNCEMENT

Title: Secretary/Receptionist
Status: Regular full-time (40 hours per week)
Location: Minnesota Chippewa Tribe Human Services Duluth Division
Pay: \$11.76 per hour; full fringe benefits
Deadline: Friday, May 19, 2017

Description: The Secretary/ Receptionist serves as the initial contact for visitors or callers to the Tribal Office by greeting the public and answering and directing their questions or inquiries to the appropriate Tribal programs.

- Provide primary reception services for the Human Services, Duluth Division by answering and routing incoming calls, greet visitors, direct all questions or inquiries to the appropriate programs.
- Provide primary clerical and office management functions for the Human Services, Duluth Division.
- Inventory office supplies and order new supplies or products as necessary.
- Assist in monitoring and ensuring all office equipment is in good operating order.
- Assist as needed in picking up mail from the post office; date stamp and sort all incoming mail; process and stamp all outgoing mail; deliver all outgoing mail to the post office at the end of the day.

Qualifications:

- High School Diploma or GED. Prior experience as Secretary/Receptionist is required.
- Ability to strictly comply with Tribal, State, and Federal privacy laws.
- Must have strong communication skills and initiative to be a team player.
- Maintain working knowledge of computers and various computer programs.
- Background check is required.
- Must have a valid driver's license and current auto insurance.

Send resume and list of three professional references to:

Joel Smith, Director of Administration, The Minnesota Chippewa Tribe
PO Box 217, Cass Lake, MN 56633
EEO-American Indian Preference

Administration
218-335-8581
Toll Free: 888-322-7688
Fax: 218-335-8496
Home Loan
218-335-8582
Fax: 218-335-6925
Economic Development
218-335-8583
Fax: 218-335-8496
Education
218-335-8584
Fax: 218-335-2029
Human Services
218-335-8586
Fax: 218-335-8080