



Job Title: Administrative Assistant
Department: Administration
Reports to: Quality Improvement Coordinator
FLSA Status: Non-Exempt
Salary Grade: \$21.69 – \$30.37
Location: Coos Bay/North Bend/Eugene

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Quality Improvement Coordinator, provide office management, clerical, and secretarial support to the Ko-Kwel Wellness Center (KWC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Produce, draft and finalize documents, correspondence, reports, flyers, etc. for the Ko-Kwel Wellness Centers.
2. Prepare and process metered mail, post office delivery as needed and process /maintain postage machine and supplies.
3. Prepare and maintain electronic processing of check and purchase order requests in Microix for the Health and Wellness Division as requested. Includes managing recurrent invoices for payment.
4. Research and procure office equipment, marketing materials and maintain office supplies for all Health and Wellness Division departments.
5. Assist Administration and various departments with purchasing duties using online Microix Requisition system.
6. Maintain the established information management system for correspondence, documents, contracts and records for Health and Wellness Division.
7. Provide administrative support services as directed.
8. Maintain the office supply inventory for KWC locations.
9. Coordinate Outlook calendar schedules and assist with meeting arrangements for staff and committee meetings.
10. Ability to use video conferencing equipment for remote meeting assistance and participation.
11. Provide minutes for various HWD committee meetings as directed.
12. Assist with making travel arrangements for the Ko-Kwel Wellness Center, using established process outlined by CIT Travel and Events Coordinator.
13. Provide support and coverage for the Quality Improvement Coordinator, as needed.
14. Assist with, and coordinate, as directed various KWC Tribal Activities, as needed.
15. Provide phone and messaging as the "Operator" option for the KWC phone system.
16. Processing and tracking of contract, grants, and agreements using the CIT Internal Review process.
17. Communication of all KWC closure dates and times using established process for posting, social media, and auto attendant messaging.
18. Provide support during KWC community outreach activities and Opioid Treatment Program as directed.
19. Maintain enrollment in Ko-Kwel Fitness Activities.
20. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports. Ability to create, manage, and file electronic documentation in PDF, JPG, and PNG formats.
5. Knowledge of the concepts and requirements of managing and maintaining confidential information and communications.
6. Ability to work with mathematical concepts such as basic arithmetic and accounting basics
7. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
8. 8. Ability to organize, set priorities and exercise sound independent judgment within areas of responsibility.
9. Process cash receipts and maintain records of cash/checks being forwarded to finance.
10. Ability to organize and maintain computerized and non-computerized filing and retrieval systems.

QUALIFICATIONS

1. High school graduate or equivalent required.
2. Associate degree in a related field preferred. A minimum of 3 years of secretarial experience OR an equivalent combination of education and experience will be considered.
3. Experience with Microsoft Office products and Adobe Acrobat required.
4. Experience with Publisher preferred.
5. Experience making travel arrangements and event coordination a plus.
6. Current and valid Oregon driver's license in good standing is required with no insurability issues as determined by the Tribe's insurance carrier.