



Job Title: Administrative Assistant
Department: Administrative Services
Reports to: Administrative Services Director
FLSA Status: Non-Exempt
Salary Grade: \$22.34 - \$31.28
Location: Coos Bay/North Bend

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 Administrative Services Director, provide office management, clerical, and secretarial support to Tribal Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Produce, draft and finalize documents, correspondence, reports, flyers, etc. for Tribal Administration.
3. Prepare and maintain electronic processing of check and purchase order requests in Microix for Administration as requested. Includes managing recurrent invoices for payment.
5. Assist Administration and various departments with purchasing duties using online Microix Requisition system.
7. Provide administrative support services as directed.
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 Administration committee meetings as directed.
12. Assist with making travel arrangements for the Administration staff and Tribal Council, using established process outlined by CIT Travel and Events Coordinator.
13. Provide support and coverage for other CIT facilities, as needed.
15. Assist Executive Staff with note taking at workshops.
16. Processing and tracking of contracts, grants, and agreements using the Internal Review process.
17. Assist with Tribal Events.
18. Assist with managing reservations of Tribal properties.
19. Provide support for Travel and Events Coordinator as needed.
20. Primary back up for Tribal Administration Office Receptionist.
21. 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.

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 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 diploma 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 may be considered.
3. Experience with Microsoft Office products and Adobe Acrobat required.
4. Experience making travel arrangements and event coordination a plus.
5. Current and valid Oregon driver's license in good standing is required with no insurability issues as determined by the Tribe's insurance carrier.