**Indirect Services Administrative Assistant**

**Job Summary:**

The Indirect Services Administrative Assistant provides complex administrative and clerical support to the administration of the Indirect Services programs. This position serves as a focal point for division communication, stays current on all indirect services offered by the WTGHA and maintains a professional back office environment and effective workflow. This position will be responsible for executing a wide range of administrative support duties and reports directly to the Indirect Services Administrator.

**Salary Range:**

$29,840 – $47,775 annually

**Duties and Responsibilities:**

* Serves as the focal point for the Indirect Services Division acting as the point of contact between staff and Tribal members.
* Communicates with outside organizations, service providers and stakeholders.
* Develop and carry out an efficient documentation and records management system, filing and retrieving documents including ordinances, resolutions, contracts and reports.
* Receive and review incoming items regarding indirect services programs to determine their significance, plan their distribution and respond as appropriate.
* Provide logistical support to advisory committees, routinely interfacing with advisory committee membership, taking and maintaining committee minutes.
* Prepares and assists in drafting correspondence, reports, presentations, memos official notices and communications, including documents for Tribal Council and General Membership meetings.
* Maintain tracking systems for various projects, monitors budgets through spreadsheets.
* Screen telephone calls and handles requests and queries appropriately, responding to inquiries from Tribal members and providing information as necessary.
* Maintains department calendar arranging meetings and appointments providing reminders.
* Schedules and arranges meetings and assists with organizing community events and conferences.
* Issue, track, and audit purchase orders, expenditures, travel documentation and other division accounting activity.
* Requests and maintains office supplies.
* Maintain and operate all division office equipment including copy machines, facsimile machine, and computers.
* Reserves meeting space, coordinates meeting needs and resources and transcribes meeting minutes.
* Screen telephone calls, inquiries, requesting documents and information.
* Arrange travel for division staff through Property and Supply, ensure timely reconciliation of travel.
* Work on special projects as assigned by the Indirect Services Administrator.
* Use continuous improvement techniques to improve the quality and efficiency of customer service.
* Other duties as assigned

**Minimum Qualifications:**

* High School Diploma/GED
* Strong written, verbal and interpersonal communication skills
* Proficient in Microsoft Office
* Minimum of two (2) years experience in an office setting
* Possess a valid Driver’s License
* Must pass a Background Check
* Ability to multi-task

**Preferred Qualifications:**

* Associates Degree in Business Administration, Environmental Sciences or Communication
* Three (3) years experience working in an office setting as an administrative assistant
* Working knowledge of social networking platforms; e.g., Facebook, YouTube, Twitter, etc.

**Training:**

Training may be available for “qualified” candidates who do not possess all of the minimum qualifications. The applicability of this approach will be determined during the candidate interview process.

**EMPLOYEE UNDERSTANDING**

The position description was received, read and understood. This position description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the position change.

Signature Date