

**Job Description**

**Job Title: Administrative Assistant/Receptionist**

**Department: Noo-Kayet Investments**

**Reports To: Executive Assistant**

**FLSA Status: Non-Exempt**

**JOB SUMMARY**

The Office Manager performs receptionist greeting responsibilities and is responsible for the successful overall operation of the office. In addition, this role involves new hire orientation and project work as needed.

The Office Manager must have a clear understanding of our organization, staff roles and the mission of Noo-Kayet Investments. The Office Manager must also have a good understanding of business and office organizational processes, and be able to responsibly perform all necessary duties professionally and efficiently.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Greet incoming visitors and answer main phone line. Monitor voice mail and ensure timely responses. Update and distribute multiple Excel contact lists. Maintain a clean reception area.
2. Responsible for new hire orientation (security badges and codes, ordering business cards, welcome tour, etc.)
3. Oversee archival process for financial documents.
4. Coordinate website updates and digital media announcements.
5. Responsible for special projects and programs as needed.
6. Coordinate with tribal government staff as needed on community outreach projects or events.
7. Provide administrative support to executives which may include travel arrangements and event planning. Serves as administrative support to the Executive Assistant when needed. May be asked to schedule meetings and conduct Zoom meetings in the conference room.
8. Maintenance of office equipment such as copier, scanner and postage meter.
9. Plan employee morale building events such as holiday parties and birthday celebrations.
10. Handle all incoming and outgoing mail and correspondence, as well as courier services including daily trips to multiple sites within the reservation.
11. Responsible for recurring grocery store orders and keeping the employee lunch room area functional and clean on a daily basis.
12. Maintain office supply inventory. Order office supplies and equipment as needed.

**QUALIFICATION REQUIREMENTS**

1. High School Diploma. Prior office experience is desired.
2. Professional appearance and demeanor. Our visitors will often form first impressions about our organization by the poise of the person who greets them. An engaging and friendly personality is essential.
3. Excellent verbal and written communication skills. The ability to listen carefully and respond correctly is very important.
4. Good phone etiquette which includes a pleasant voice tone and the ability to articulate clearly.
5. Excellent clerical skills.
6. Must be punctual, reliable and dependable, and able to work 8:00 a.m. to 4:30 p.m. This is a key position for our business and our goal to provide world-class customer service.
7. Good organizational skills.
8. Flexibility and adaptability are key traits.
9. Ability and willingness to learn.
10. Self-starter and the ability to multi-task. Due to the nature of the position and the business, it will often be necessary to handle more than one task simultaneously.
11. A team player who is resourceful with good problem-solving skills.
12. Computer literacy is vital. This includes proficiency (2-3 years of experience) with Microsoft Word, Microsoft Excel and Outlook. Advanced word processing skills are a must.
13. A basic understanding of accounting is recommended.

**PHYSICAL REQUIREMENTS**

1. Frequently exerting up to twenty pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects.
2. Frequently involves standing for sustained periods of time.
3. Occasionally requires crouching.
4. Often requires walking or moving about to accomplish tasks.
5. Constantly requires working with fingers rather than with the whole hand or arm.
6. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
7. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly or quickly.
8. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
9. Occasionally requires reaching by extending the hand(s) and arm(s) in any direction.
10. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
11. Constantly requires repetitive movement of the wrists, hands and/or fingers.
12. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**TRAVEL REQUIREMENTS**

Local travel required within the reservation. Additional travel within city or county may be required.

**ACKNOWLEDGEMENT STATEMENT**

Noo-Kayet Investments and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and/or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, nor is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*Noo-Kayet Investments and its entities are committed to having a drug and alcohol free work environment.*