

Part-Time Benefits/Human Resources Administrative Assistant

The United Auburn Indian Community (UAIC) located in Auburn, California is a federally recognized Native American tribe who owns and operates Thunder Valley Casino Resort and Whitney Oaks Golf Course. UAIC is seeking a part-time (20 hours a week) Benefits/Human Resources Administrative to support the Tribal Government.

Duties and Responsibilities

- Establishes, develops, maintains and updates filing system for the department. Retrieves information from files when needed.
- Prepares general correspondences, memos, letters, flyers, etc. Responsible for accuracy and clarity of final copy.
- Coordinates between departments to resolve administrative inaccuracies.
- Maintains and distributes informational brochures and forms.
- Organizes and tracks billing information.
- Process invoices and check requests.
- Reconciles and processes insurance premiums.
- Updates member's and employee's information on databases.
- Maintain organizational chart.
- Protects confidential information.
- Responsible for general office activity such as photocopies, faxes, scanning, etc.
- Performs related duties as required.

Qualifications

- Minimum of 3+ years of Administrative experience in a fast-paced environment
- Minimum of 1+ years working in a Benefits or Human Resources Department
- Entry level payroll experience a plus
- Minimum AA degree
- Proficient understanding of Office applications
- Detailed oriented
- Ability to multitask
- Exhibit exceptional written and verbal communication skills
- Maintains respect at all times for confidential information

Please email all resumes to resume@auburnrancheria.com or fax resumes to: (530) 883-2380.

Must type *Benefits Administrative Assistant* in subject line to be considered.