

# **UNITED AUBURN INDIAN COMMUNITY**

**Position: Receptionist**

## **SUMMARY**

Under the general supervision of the Operations Manager, the Receptionist performs a variety of complex administrative/secretarial and clerical duties. Must routinely exercise tact, poise, and good judgment while communicating with internal and external customers, offices, and organizations. Required to exercise independent judgment and initiative in resolving issues. Provide reliable coverage in the front office, greeting and directing Tribal members and other visitors to the appropriate departments.

## **DUTIES AND RESPONSIBILITIES**

- Answers all incoming phone calls. Assists callers and directs them quickly and efficiently to the appropriate departments;
- Performs a wide range of administrative, operational, and secretarial duties and other social and business services;
- Functions as an information source for employees and visitors regarding departments and programs, utilizing independent judgment, knowledge, and interpretation capabilities;
- Performs a wide variety of secretarial and clerical services, assisting with research and data compilation for administrative reports upon request;
- Assists with call blasts and mass-mailers by working with the Operations team to design and edit flyers and letters to be mailed to a variety of groups or individuals, as needed;
- Date stamps, sorts, organizes, and distributes incoming mail, checks and documents daily to departments, individuals and business contacts, as needed;
- Independently communicates general information by answering questions concerning Tribal activities, programs, and events;
- Sets up, maintains, and files confidential documents and records;
- Assigns, organizes, and distributes tickets to TVCR, UAIC and other external events;
- Occasionally may be required to work events on evenings and weekends at UAIC, TVCR, and external properties providing assistance with greeting guests, set-up, clean-up and other supportive needs of the event coordinator;

- Develops and distributes photos from UAIC and/or TVCR events;
- Processes purchase orders and tracks supply orders, as needed.
- Operates a variety of office machines including but not limited to ShoreTel phone system, computers, tablets, printers, and copiers;
- Maintains expertise in various computer software programs applied to specific tasks;
- Performs related duties as assigned.

### **EDUCATION AND EXPERIENCE**

Minimum 3 years administrative experience in a fast-paced environment. Some college required, AA or higher preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent understanding of Microsoft Office applications, including Word, Excel, Publisher, and Outlook; mastery in creating and maintaining Excel charts and spreadsheets;
- Must be able to utilize technology to improve work efficiency.
- Must have exceptional, tactful and efficient written and verbal communication skills.
- Knowledge of appropriate contemporary administrative and secretarial practices;
- Ability to juggle and prioritize tasks and projects in a high stress environment; high level of flexibility and ability to change focus quickly as needed;
- Attention to detail and ability to follow directions
- Excellent interpersonal skills and ability to work in a team environment;
- Ability to learn rapidly and apply specific rules and office policies/procedures;
- Plan, direct and perform the activities of a particular office;
- Work with a diversified, multi-dimensional community, staff and constituent group, work independently, interpret and apply policies and procedures

### **Work Environment**

This job operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax/scanning machines.

***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

***Position Type / Expected Hours of Work***

This is a full-time non-exempt position. Days and hours of typical work are Monday through Friday, 9 a.m. to 5 p.m. This position occasionally may require long hours and/or some weekend work.

Please email all resumes to [resume@auburnrancheria.com](mailto:resume@auburnrancheria.com) or fax resumes to: (530) 878-5445.

**Must type *Receptionist in* subject line to be considered.**