

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
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JOB ANNOUNCEMENT

POSITION TITLE: Administrative Assistant
DEPARTMENT: NALEMP & Brownfields
SUPERVISOR: Alex James
POSITION DETAILS: 35 hours a week
FRINGE BENEFITS: Full Benefits, 401K, Health Insurance, Generous Leave Package
OPEN DATE: 4/20/2021 CLOSE DATE: May 4, 2021

POSITION SUMMARY

Provide office services by following YTT's administrative systems, procedures, policies, accounting software, HR/ EWS software, grant quarterly reports, track grant financials, track inventory of supplies, public speaking/ presenting, prepare board meeting packets, and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains workflow by studying methods; implementing cost reductions; and follow reporting procedures
- Maintains systems and procedures by analyzing operating practices, recordkeeping systems, forms control, and budgetary and personnel requirements, implementing changes
- Resolves administrative problems by coordinating preparations of reports, analyzing data, and identifying solutions
- Ensures operation of equipment by completing preventive maintenance requirements, calling for equipment repairs, maintaining equipment inventories, evaluating new equipment and techniques
- Provides information by answering questions and requests
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting order for supplies; verifying receipt of supplies
- Competes operational requirements by scheduling and assigning administrative projects, expediting work results
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks, participating in professional societies
- Contributes to team effort by accomplishing related results as needed

MINIMUM QUALIFICATIONS

- Administrative writing skills
- Ability to complete quarterly and annual reports
- Microsoft Office skills
- Public speaking skills/Presenting
- Inventory control for equipment/ supplies
- Alaska Driver's License and clean driving history
- Beacon pre-employment drug test upon interview

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center. HR@ytttribe.org

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

POSTED BY: Cynthia Petersen

DATE: 4/20/2021

MISSION To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people;
Fill out all paperwork at the YTT office. To maximize our social, health & well-being while creating economic development benefits to all tribal members.

