

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
Phone (907) 784-3238 * Fax (907) 784-3595 * www.ytttribe.org

JOB POSTING



POSITION: Administrative Assistant
SUPERVISOR: Capital Project Coordinator
HOURS: 4 hours a day 5 days a week
SALARY: D.O. E

SUMMARY OF FUNCTIONS:

Administrative Assistant responsibilities include making travel and meeting arrangements, preparing reports, and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS software and office equipment. Under minimal direction, the Administrative Assistant will perform specific complex work on a wide variety of clerical services which require independence, judgment, and initiative.

MAJOR DUTIES & RESPONSIBILITIES:

- Maintains workflow flexibility and the ability to prioritize new tasks as they come in
- Maintains systems and procedures by analyzing operating practices, recordkeeping, budget tracking
- Answer and direct phone calls
- Organize and schedule appointments
- Plan and prepare documents for meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes, and forms
- Prepare quarterly TRP and NALEMP quarterly reports
- Maintain the filing system
- Update and maintain YTT's office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain programs contact lists
- Arrange travel for staff members and document preparation for business trips
- Submit expense reports and review program G&L
- Provide general support to visitors
- Act as the point of contact for internal and external clients

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

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- Other related duties as assigned

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to Capital Project Coordinator

DECISION MAKING AUTHORITY

- Spending Authority: N/A
- Other Authority: N/A

SKILLS & QUALIFICATIONS:

- Ability to complete EPA TRP quarterly and annual reports
- Proven experience as an Administrative Assistant, [Virtual Assistant](#) or Office Admin Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and computers
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- AK. Driver's License
- Pass a drug test, both urine and hair samples

**If interested contact Yakutat Tlingit Tribe, with questions or pick-up an application.
January 6, 2022, at 5pm**

Posted by: _____

Date Posted: 01/06/2022

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