

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



POSITION: RECEPTIONIST
SUPERVISOR: EXECUTIVE ASSISTANT
EMPLOYMENT: Full-time, Permanent
WAGE: DOE Full Benefits, Health, Dental, Life and 401k Retirement
Application Deadline: Till Filled

GENERAL DESCRIPTION:

This position will work directly with the YTT Executive Assistant to provide confidential secretarial and/or receptionist services for the daily operations of the Yakutat Tlingit Tribe. This position will be supervised by the Executive Assistant. This Position will maintain confidentiality regarding records, incoming mail, and other personnel or legal issues affecting client files and/or operations of the YTT. Must be able to carry out directions and perform tasks to completion. Work cooperatively with co-workers and be able to communicate effectively with the public. Must be willing to gain experience in all areas of job duty performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Responsibilities:

- Answer incoming telephone calls; determine purpose of calls, and forward call to appropriate personnel utilizing professional telephone etiquette.
- Type from rough drafts or instructional letters, memoranda, bulletins, requisitions, Public Notices or other typing projects assigned by Executive Team.
- Post meeting agenda notices and other tribal correspondence.
- Forward appropriate incoming mail to mail out to Tribal Council.
- Check mail daily, log, and distribute mail to corresponding staff.
- Order office supplies for all departments
- Arrange employee and Tribal Council travel
- Work with Executive Assistant with quarterly newsletters. Assist Finance Office as needed.
- Establish and maintain YTT's administrative calendar with all upcoming events and employee travel.
- Obtain signatures on checks and tribal documents.
- Assist in coordination of the Annual Tribal membership meeting and YTT Tribal Elections.
- Update files, and maintain a variety of paper and computer records: leave requests, reports, minutes, client files, etc.
- Other duties as assigned by the Executive Team.

MINIMUM QUALIFICATIONS:

Education and work experience

- High school diploma or G.E.D

To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people, to provide for the economic health & well being while creating economic development benefits to all tribal members.



Yakutat Tlingit Tribe

- Two years of increasingly responsible, varied, and highly skilled clerical work.
- Valid Driver's License.

Knowledge, Skills and Abilities

- Strong written and oral communication skills.
- Ability to handle multiple tasks and work under short timeframes and attend to details.
- Ability to handle confidential information with tact and discretion.
- At least one-year experience using Microsoft Word, Excel, Outlook, and other database programs.
- Ability to work independently with brief verbal instructions, as well as prioritize workload.
- Must be able to work flexible hours to meet deadline and client needs.
- Must possess a valid Alaska State Driver's License or working to attain one.
- Demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule).
- Ability to organize, excellent record keeping, and experience in filing systems.

Tribal Native Preference applies

Approved by:

RL
Executive Assistant

11/10/22
Date

TO INQUIRE ABOUT THIS POSITION, PLEASE CONTACT YAKUTAT TLINGIT TRIBE ADMINISTRATIVE OFFICE. APPLICATIONS ARE AVAILABLE AT THE MAIN OFFICE. PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE APPLICANTS.