

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



**Job Title:** Administrative Assistant

**Department:** Tribal Chair

**Reports to:** Executive Assistant

**Salary Range:** \$18.15 to \$25.41 per hour / (\$37,759 - \$52,863) Annually

**Status:** Non-Exempt

**Level:** B23

**Opens:** November 13, 2024

**Closes:** November 27, 2024

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**SUMMARY:** This position supports the activities of the Executive and Administration Offices by providing clerical and office support utilizing excellent customer service to both external and internal contacts. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Administrative Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters while exercising independent judgment, discretion, decision-making, initiative, and tact.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide excellent customer service response to all internal and external contacts.
- Provide Administrative Support for the Executive and Unit Director's offices.
- As gatekeeper, manage the coordination of the Chairperson and Executive Team complex calendar for internal and external related meetings. Answers and screens telephone calls, arranges conference calls, meetings and events.
- Maintain Department calendar. Schedule meetings, conferences and appointments for Tribal Chairperson's Office and Administration as requested.
- Manage general office functions including: office machines (toner, paper, etc.), general office cleanliness, routes incoming mail, maintains office supplies.
- Provides a wide variety of complex and confidential administrative support for the Tribal Chairperson's office and the Unit Directors.
- Serves as a liaison to Executive Boards commissions and committees for the purpose of conveying and/or gathering information required for efficient operations.
- Supports Executive office, Administrative office and Commissions, Boards and Committee by providing assistance with their administrative functions.
- Reviews Web content periodically for Executive Office, Commissions, Boards, and Committees.
- Composes and types routine correspondence, submits reports as required.

- Coordinates all travel for the CBC's, Executive office and Unit Directors as approved and requested for travel advance and/or reimbursement; including setting up, booking, follow through and anticipation of needs.
- Organizes and maintains file system, files correspondence and other records.
- Coordinates and participates in small and large scale special projects, trainings and events as assigned. This includes preparation of facilities, catering, and coordination of speakers and follow up.
- Assists in planning and execution of events, meetings, off sites and other functions.
- Provides input for ways to improve processes.
- Updates all mail and contact directories for the Executive office
- Makes copies of correspondence or other printed materials.
- Prepares outgoing mail and correspondence, including e-mail and faxes.
- Maintain office supply inventory, submit and track purchase orders. Arranges for equipment maintenance.
- Provides Notary services.
- Handles confidential information and documents properly and according to policy.
- Attends appropriate training as required.
- Serves as back up for processing DOC documents.
- Other duties as assigned within scope of work.

**EDUCATION AND EXPERIENCE:**

High School diploma or GED required. Associate's degree (A.A.) and 5 years related experience and/or training in an Executive office setting preferred. An equivalent combination of education and experience may be considered. Must be proficient with a number of computer systems including; Microsoft Office programs, MICROIX and ABILA. Demonstrated prior work experience handling confidential material is desirable. Must have a clear understanding of LTBB Government structure and operation.

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

**OTHER SKILLS & ABILITIES:**

Familiar with local Native American culture and community. Ability to speak Anishinaabemowin a plus. Ability to provide empathetic response to citizens in distress is required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid driver's license, reliable transportation and be insurable for duration of employment.

**COMMENTS:**

Indian preference will apply. Individuals must pass a thorough background investigation.