



White Earth Reservation Business Committee

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CHAIRMAN
Terrance "Terry" Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Administrative Assistant MAT
Location: OMC Bemidji, MN.
Pay: \$14.33/hr.

Benefits: Full

Open: 07-09-18
Close: 07-20-18
Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for providing administrative support to the MAT Program in order to maximize their efficiency through effective organization and completion of administrative projects and issues.

- Greets all visitors and clients in a welcoming manner and answers all incoming calls while providing efficient administrative tasks.
- Answers all incoming calls, determines appropriate response or person to refer the call to.
- Takes messages as needed for all staff.
- Assist walk-in visitors, making a positive first impression.
- Listens to and responds to visitor and client concerns to maintain a high level of program satisfaction. Referring visitors and clients to the appropriate staff for issue resolution.
- Provide administrative support to the staff to promote efficiency by relieving them of administrative detail.
- Prepares memos, letters and other confidential documents.
- Keeps track of meetings, staff absences and ensures OMC staff is informed of these.

Knowledge, Skills and Abilities:

- Knowledge of principles and processes for providing customers services.
- Ability to communicate effectively, both orally and in writing.
- Ability to use logic and reasoning and identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Skilled in operation of office equipment, including: copiers, fax machines and/or 10 key adding machines.
- Skilled in operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Qualifications:

- **High School Diploma or GED with six (6) months direct experience.**
- **Prefer experience with Native American communities/people.**
- **Must be over the age of 18, responsible mature, healthy adult who is able to carry out the license holder's duties.**
- **Must be free of current substance abuse issues during employment.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to: White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed*