



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

Job Announcement

Position: Receptionist

Location: OMC Bemidji, MN

Pay: \$12.24/hr

Benefits: Full

Open: 11-26-18

Close: 12-07-18

Status: Full time

The White Earth Reservation Business Committee is currently seeking a qualified candidate who will be responsible for greeting and assisting visitors to the Oshki Manidoo Administration building and directing telephone calls to various staff.

- Greets all visitors and clients in a welcoming manner and answers all incoming calls while providing efficient services and accurate information to present a professional image of the White Earth RBC.
- 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.
- Provides clerical support to promote office efficiency by relieving the staff of administrative detail.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to communicate effectively, both orally and in writing.
- Skilled in the operation of a multi-line telephone system.
- Skilled in the operation of office equipment, including: copiers, fax machines, and/or adding machines.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Qualifications:

- **High School diploma or GED and six (6) months direct receptionist experience.**
- **Must be able to pass a Background and Drug screening.**

Mail Applications to:

White Earth RBC
Attention: Human Resources
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*

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | Fax (218) 983-4343