



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

Position: WESA Administrative Assistant Level I

Location: Naytahwaush, MN

Pay: \$19.45/hr.

Benefits: Full

Open: 10/28/2024

Close: Until Filled

Status: Full time

This position is responsible to provide the initial contact for all employees, visitors, and clients to the respective WERBC Divisional/Departmental Offices. This initial contact includes greeting, assisting, and providing direction and information as required. This position also supports the clerical and administrative support to the department to ensure efficient operations.

Position outcomes:

- Greets clients, visitors, and employees in a welcoming, professional manner, making them feel comfortable while they wait.
- Performs administrative and clerical support tasks.
- Performs advanced level clerical duties.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee.
- Knowledge of the demographics, culture, history, lifestyles, and geography of the WERBC people and Native American people.
- Basic understanding and knowledge of administrative and clerical procedures and systems.
- Skill to use office equipment including but not limited to personal computer, fax machine, laminating machine, binder, copy machine, printer.
- Proficient with Microsoft Office Suite or related software
- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills to interact with internal and external employees, visitors and clients with tact and diplomacy.
- Skilled in assessing the needs of the individual and seek ways to address those respective needs.
- Skilled in managing time effectively and managing multiple tasks at any one time.

Qualifications:

- **High School Diploma or GED equivalent required, AA degree preferred and:**
- **At least 2 years of administrative duties in a related position/role.**
- **Valid MN driver's license and insurance for travel between sites and other business-related destinations.**
- **Must be able to pass a background and drug screening.**

Mail Applications to: White Earth Reservation Business Committee

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