



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: JULY 6, 2018

CLOSES: JULY 20, 2018

JOB TITLE: RECEPTIONIST

DEPARTMENT: TRAVEL

REPORTS TO: DIRECTOR

HOURS: 40 HRS/WK – FULLTIME

SALARY: BASED ON SALARY MATRIX + BENEFITS

POSITION SUMMARY:

This position is responsible for maintaining the Travel Department's reception area. To provide clerical support services for the Travel Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs all phases of support services including reception, answering telephones, filing, typing, data entry, and general clerical duties.
2. Greets and screens visitors using excellent communication skills.
3. Makes contact with employees to ensure their Travel Preference sheet is completely filled out for their upcoming business trip.
4. Makes copies, collates and distributes documents as directed.
5. Compiles correspondence, memos, etc. using good judgment, excellent grammar and punctuation and limited guidance. Processes administrative paperwork for department including ordering supplies, furniture and distribution of confidential correspondence.
6. Works closely with all tribal administration staff to ensure employee's preferences are adhered to.
7. Conducts business in a way that will be favorable to the tribe and establishes positive working relationships with employees, Elders, commission and committee members and outside vendors.
8. Informs employees that travel arrangements are complete, and arranges a time for the employee to pick up checks and airfare tickets.
9. Accurately maintains confidential records regarding travel, including Tribal Council members' travel, to include expense summaries, copies of checks, CDR's, budgets, etc.
10. Reacts professionally and positively to angry, demanding, upset or frustrated travelers by making himself/herself available. Handles those situations skillfully, positively and promptly to ensure the traveler's needs are met so that their inconvenience is minimized to every extent possible.

11. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED) and a minimum of six months administrative office work experience; or equivalent combination of education and experience. Required to have beginner to intermediate knowledge of word processing and spreadsheet skills.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Licenses or Certificates

Must have and maintain a valid and unrestricted Washington State Driver's License and proof of insurance. Driver's License must not contain any restrictions that would otherwise prevent the employee from driving a GSA vehicle or complying with the Tribe's Vehicle Use Policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier.

- Requires the ability to read, write, communicate, and interpret information accurately in English.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- Position may be stressful at times due to confidential issues being addressed.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*