EXECUTIVE ADMINISTRATIVE ASSISTANT

Job Summary:
The Executive Admin works under the direct supervision of the Tribal Chairperson and Tribal Council. This position is responsible for meeting minutes, correspondence, official documents and many other duties.

Department: Administration  
Supervisor: Tribal Council/Chairperson  
Status: Full-Time/Benefits after 90 days  
In-House/Tribal Applications Due: January 3, 2022  
All other Applications Due: UNTIL FILLED  
Salary: $15/hr

DUTIES & RESPONSIBILITIES:
- Executive Admin is responsible for the maintenance of all files of the Tribal Council
- Responsible for creating and proper dispersal of correspondence and official documents of the Tribe, subject to approval of the Chairperson
- Provide administrative support to the Tribal Chairperson in the preparation of agendas, proposed resolutions and ordinances, for all Tribal Council and General Tribal meetings
- Responsible for preparation and distribution of all minutes of the Tribal Council and General Tribal meetings
- Prepares, proofreads, edits and corrects correspondence and documents
- Arrange teleconferences and conference calls
- Handles special projects and conducts research as requested
- Manage incoming mail and other papers by sorting, distributing and taking action as required
- Manage multiple projects and properly prioritize workload
- All other duties as assigned

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:
- Advanced computer skills, including Microsoft Suite, email, etc.
- Work independently with minimum direction.
- Work effectively in fast paced, multiple team environment.
- Follow and understand oral and written instructions
- Excellent writing and communication skills with strong proofreading and accurate grammar.
- Exceptional and outstanding organizational skills, detail oriented, with strong multi-tasking and prioritization skills.
- Excellent interpersonal skills, tact, patience, flexibility, and ability to deal with change and always maintain a professional demeanor

MINIMUM QUALIFICATIONS
- Highschool Diploma or GED
- Possess a valid state driver’s license

The Kaibab Paiute Tribe abides by the Indian Preference Act. We are committed to providing a drug-free workplace, and all positions require pre-employment, accident, and random drug testing. Candidates will be required to sign a Confidentiality Agreement. Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building. For more information, contact the Human Resource Director at (928) 643-7245