San Pasqual Band of Mission Indians

Position Vacancy

|  |  |
| --- | --- |
| **Position Title: Receptionist** | **Posting Date: October 31, 2018** |
| **Position Reports to: Executive Assistant** | **Employment Category: Temporary/ Part Time** |
| **Department: Administration** | **External Closing Date: Until filled** |

**Position Summary**

The Receptionist performs administrative support in answering phones, greets visitors, and provides customers service for anyone doing business at the Tribal Administration Office.

**Principal Duties and Responsibilities**

* Greets vendors, Tribal members, and other individuals doing business in the Tribal Administration Office and directs them to the appropriate departments.
* Coordinates the booking of the Tribal Hall and all Tribal facilities and maintain calendar.
* Assists with material preparation for meetings.
* Responsible for sorting incoming mail.
* Filing, faxing, copying, record keeping, and data entry.
* Log incoming deliveries.
* Perform some bookkeeping or cashiering duties.
* Processes Indian Certifications, DMV exemptions, Proof of Residencies and Sales Tax Exemptions. Application process for the Low-Income Energy Assistance Program, assists in the maintenance of the department’s correspondence and records management.
* Process mail through mailers/postage machine.
* Assists Administrative Department with travel arrangements when necessary.
* Keeps call log of all incoming phone calls.
* Post Tribal events on building and electronic displays.
* Be familiar with the Administrative Assistant duties and responsibilities. Serve in that capacity when necessary.
* Maintain and schedule tribal functions.
* Door security.
* Other duties as assigned.

**Qualifications & Skills**

*REQUIRED EDUCATION / CERTIFICATIONS:*

* High school/GED or equivalent experience.

*EXPERIENCE / QUALIFICATIONS / SKILLS*

* 1 year of Receptionist experience required.
* Ability to read and comprehend simple instructions, short correspondence, and memos.
* Familiar with Microsoft Word, Excel, and PowerPoint
* Excellent customer service skills.
* Ability to maintain a positive attitude when dealing with difficult situations.
* Maintain confidentially and high ethical standards.
* Ability to multitask.

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082

**Internal Preference closing date:** November 7, 2018

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions gives hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.