

# MONACAN INDIAN NATION

## POSITION: ADMINISTRATIVE ASSISTANT

**SALARY RANGE: \$30,000-\$50,000 ANNUALLY**

### **JOB SUMMARY**

This position reports directly to the Tribal Administrator. This position will manage the tribal office, supervise and handle duties as designated by the upper management. This individual must be efficient and comfortable working with others and alone. Must be able to multi-task while maintaining complex schedules is essential. Must be resourceful, dependable, a great problem solver and organized.

### **DUTIES & RESPONSIBILITIES**

Duties include but are not limited to:

- Implement and monitor programs as directed by Tribal Administrator and/or Upper Management; and see the program through to completion
- Generate memos, emails and reports when appropriate
- Assume responsibility for maintenance of office equipment including but not limited to computers, copy machines and fax machines
- Maintain office supplies by checking inventory and order items
- Respond to questions and request for information
- Answer incoming calls and assume other receptionist duties when needed
- Assist other departments with clerical duties as needed

### **REQUIRED QUALIFICATIONS**

- Associates degree or equivalent work experience.
- Previous administrative experience.
- Knowledge of the Monacan Indian history and willing to learn tribal programs.
- Proficient in Microsoft Office suite.
- Ability to analyze and revise operating practices to improve efficiency.
- Detail oriented and comfortable working in a fast-paced office environment.
- Exceptional verbal and written communication skills.
- Superior organization skills and dedication to completing given projects.

### **PHYSICAL DEMANDS**

Mostly sedentary position. Applicant must be able to lift, carry, push and pull at least 50 pounds. Applicant must be able to work accurately and efficiently in a busy and sometimes stressful environment. Some travel may be required.

# MONACAN INDIAN NATION

## POSITION: ADMINISTRATIVE ASSISTANT

\*Applicant must live and reside within a 50-mile radius of the Tribal Offices in Amherst County, Virginia. Or be willing to relocate within the distance requirement at own personal expense. \*

\*\*Criminal Background Check and Drug Screening required. \*\*

\*\*\*Preference given to qualified American Indian/Alaskan Natives in accordance with the Indian Preference Policy. Applicants claiming Indian Preference will be required to submit verification of Indian heritage or documentation certified by respective tribe of affiliation.

**PLEASE SUBMIT YOUR APPLICATION AND RESUME TO THE TRIBAL OFFICE BY EMAIL TO [TRIBALOFFICE@MONACANNATION.COM](mailto:TRIBALOFFICE@MONACANNATION.COM), OR MAIL YOUR APPLICATIONS TO P.O. BOX 960, AMHERST VA 24521.**

