Position Title: Administrative Assistant
Immediate Supervisor: Director of Strategy and Special Projects
Department: Tribal Chair's Office
Employment Status: Non-Exempt
Mandatory Reporter: No
Opening Date: Monday, December 30, 2019
Closing Date: Monday, January 13, 2020 by 5:00 p.m.

Job Announcement: HR2019:152
Advertising: Publicly
Division Director: Tribal Chair/CEO
Division: Tribal Chair’s Office
Position Type: Regular Full-Time
Background Check Required: Yes (data-sensitive)**
Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.

Overall Objectives of Position
The Administrative Assistant is the first point of contact for the Strategy and Special Projects and provides administrative and entry-level communication support to the Director of Strategy & Special Projects. This job description is not an all-inclusive list of duties and responsibilities of this position. The Administrative Assistant is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Administrative Assistant is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Administrative Assistant
• Assists Strategy and Special Projects with various responsibilities, including but not limited to, internal communication, employee and Tribal member events, surveys, presentations, reports and other duties as assigned.
• Assists in monitoring the budget to ensure spending limits are maintained.
• Assists with department administration including travel requests, scheduling, coordination of meetings, supplies inventory, and filing documents.
• Keeps all applicable information boards updated.
• Records and transcribes minutes of staff and other meetings within the Office as directed.
• Initiates and codes purchase orders according to department needs, while making certain the item is purchased from the applicable line item/accounting code according to budget designations submitting with all attachment information needed to process.
• Keeps the Director of Strategy & Special Projects abreast of all issues, challenges, concerns, successes, and up-to-date on all issues requiring attention.
• Performs other duties as assigned by the appropriate person.

Day-to-day Responsibilities
• Generates, types, and proofreads a wide variety of documents, reports, and correspondence on behalf of the Director of Strategy and Special Projects.
• Works collaboratively in a team environment to support the functions of Strategy and Special Projects.
• Provides communication support, including greeting the public, Tribal employees, and Tribal Members, writing and distributing direct communication, and answering telephone calls, providing callers with the proper information and/or directing callers to the appropriate Tribal employees, departments, or entities.
• Prepares, coordinates, and maintains records for incoming and outgoing mail, and ensures that all appropriate Tribal employees, departments, or entities.
• Keeps abreast of all issues, challenges, concerns, successes, and up-to-date on all issues requiring attention.
• Performs other duties as assigned by the appropriate person.

Education/License/Certification and Experience Requirements
• Associates Degree in Business Administration, Public Administration or related field and/or two (2) years of employment experience in a confidential business/office setting. Bachelor's Degree preferred.
• Minimum of two (2) years of experience in a confidential office setting required.
• Two (2) years of employment experience in a journalism, marketing, public relations, or communication role preferred.

Skills Required
• Absolute confidentiality.
• Organized with unfailing attention to detail.
• Ability to successfully manage competing priorities and projects.
• Excellent interpersonal and communication (verbal and written) skills.
• Demonstrated proficiency in English, spelling, punctuation, and writing composition. Must successfully pass applicable knowledge, skills, and abilities exams.
• Must have a working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word, Excel, etc. Must successfully pass pre-employment computer skills exam.
• Skilled in operation of standard office machinery.
• Must be people oriented and relate well to people from diverse backgrounds.

Additional Requirements
• Ability to work odd and irregular hours, as needed.
• Ability to travel and participate in required training, leadership development, and other events.
• Must successfully pass the required criminal and character background check.
• Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government. **Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must successfully complete a background check prior to employment.