Job Announcement: HR2019:34

Position Title: Administrative Assistant
Department: Information Technology
Immediate Supervisor: I.T. Director
Employment Status: Non-Exempt
Mandatory Reporter: No
Opening Date: Thursday, February 21, 2019

Advertising: Publicly
Division: Finance
Department Director: I.T. Director
Position Type: Regular Full-Time
Background Check Required: Yes (data-sensitive)
Closing Date: Thursday, March 7, 2019 by 5:00 p.m.
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 supports the I.T. Director and I.T. department staff. The Administrative Assistant must be knowledgeable of the Information Technology industry. The Administrative Assistant is responsible for supporting daily operation of staff issues. This job description is not an all-inclusive list of the duties and responsibilities of this position. The I.T. 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

- Reconciles and audits monthly department invoices.
- Maintains software license inventory.
- Communicates with vendors for system repairs, upgrades and quotes.
- Maintains and distributes departmental and vendor contract information.
- Attends meetings; prepare minutes and follow up.
- Maintains hardware, software, supplies and licensing inventory.
- Participates in special projects as directed.
- Advises I.T. Director of any potential problems in order for immediate team resolution.
- Respects and works within Federal Government rules and regulations and Tribal policies, procedures, and established rules of conduct ensuring that they are adhered to at all times.
- Generates and processes necessary purchase orders.
- Ensures the physical condition of the premises is maintained in a safe, healthy manner.
- Performs other duties as assigned by appropriate person.

Day-to-day Responsibilities

- Performs general clerical duties, including, but not limited to: photocopying, faxing, mailing and filing.
- Serves as purchasing agent, working with multiple vendors for hardware, software and supplies.
- Maintains records of repairs and technical assistance rendered and conducts follow-up to ensure satisfaction with service.

Education/License/Certification and Experience Requirements

- Associate’s degree and/or a combination of related education and experience equivalent to four (4) years.
- Two (2) years of experience in purchasing a plus.
- Extensive experience using Microsoft Office, Project, and Visio a plus.
- Experience with audio/visual equipment a plus.
- Certifications a plus.
- Office management education and training a plus.

Skills Required

- Absolute confidentiality.
- Ability to communicate pleasantly with clients and be able to demonstrate, teach and/or communicate implemental solutions.
- Well organized with attention to detail.
- Ability to work well independently and able to work and communicate with others with a professional demeanor.
- Must be people oriented and relate well to people from diverse backgrounds.

Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in required training, leadership development, and other events.
- 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.