

TITLE: ICW Administrative Assistant

IMMEDIATE SUPERVISOR: ICW Director

CONTROLLING SUPERVISOR: Chair

QUALIFICATIONS:

- Excellent verbal and written communication skills.
- Working knowledge of computers.
- The ability to use word processing and spreadsheets.
- Must be willing to work some evenings and weekends.
- Ability to monitor budgets both tribal and grant.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment with the ability to make timely and sound decisions.
- Creative, flexible, and innovative team player.
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.
- Demonstrated ability to plan and organize projects.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Must clear the required Background check

RESPONSIBILITIES:

Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Answers and screens telephone calls in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy.
- Exercises considerable judgment and discretion in handling requests for appointments and telephone calls.
- Distributes daily internal/external mail and overnight packages; sends and distributes faxes.
- Composes, types, and distributes professional correspondence and memoranda, E-mail and faxes, using individual initiative and as assigned.

- Proactively establishes, and maintains highly organized filing system, files correspondence and other records.
- Meets and greets visitors.
- Orders and maintains supplies, coordinates equipment maintenance.
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Assists with special projects as assigned.
- Performs other duties as assigned by supervisor.