



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-3163 | Fax (360)466-5309

Job Description: Receptionist

SALARY: DOE

Open Until Filled

GENERAL FUNCTION

The Receptionist performs general office duties for the Planning & Community Development, Environmental Protection and Land Management Departments.

Responsibilities will include the following:

- Greet public in business-like and professional manner
- Answer telephones and take messages
- Pick up and distribute mail, handle outgoing mail, shipping, etc.
- Scan, file and route accounting documents
- Track and order office supplies and process invoices
- Provide administrative support to departmental staff as needed
- Track annual supply budgets
- Assist with scanning, tracking and data entry of archive and active files
- Xeroxing, scanning, binding and faxing
- Special projects as needed

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- Minimum education requirements: High School Diploma or GED.
- Experience using a computer, word processing and spreadsheet programs, and data entry.
- Attention to detail.
- Motivated to learn.
- Ability to complete projects within specified timeframes.
- Ability to maintain confidential and sensitive information.

OTHER DUTIES

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

APPLICATION INSTRUCTIONS

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-1216 or e-mail to airedwards@swinomish.nsn.us or grendon@swinomish.nsn.us.
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, “see resume on the application”**.
- **Return the application, along with the cover letter and resume to Gissela Rendon, Human Resources.**
 - **Email to grendon@swinomish.nsn.us or mail to:**
Swinomish Tribal Community
Human Resource Office
11404 Moorage Way
La Conner, WA. 98257

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.