



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Reception

This position is responsible for first line visitor contact, light administrative support and back up for supply orders and mail processing.

The incumbent performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.

Team: Administrative

Reports to: Office Manager

Schedule: Full Time, Regular

Salary Status: Non-Exempt from Overtime

Last Revised: October 2021

Responsibilities/Duties

- Opens and prepares the office for business by 8:00AM.
- Closes and locks the office doors at the close of the business day.
- Answers phones, takes and distributes messages on email system.
- Greets and provides information to visitors.
- Assists with general offices tasks such as copying, faxing and small administrative jobs.
- Maintains office machines such as copier, fax, postal machine, and coffee machines, including ensuring supplies are stocked and maintained.
- Provides back up for mail processing & distributing.
- Maintains and distributes NVE food bank, including monthly reports.
- Orders office supplies for NVE employees.
- Assists with projects and events as needed.
- Assist with advertising and outreach as needed.
- Assist with Robocalls to tribal members and other groups as needed.
- Other duties as assigned.

Competencies (Knowledge, Skills and Abilities)

Excellent organizational skills. Must have ability to prioritize tasks and meet deadlines. Must be outgoing and personable with a desire to greet and assist people. Ability to communicate well with employees and management. Good attendance and work habits is mandatory. Must be proficient in basic math. Knowledge of Office Suite programs preferred. Must have the ability to follow procedures and policies on case-by-case basis.

Experience Requirement

Office experience preferred.

Education Requirement

Native Village of Eyak
110 Nicholoff Way
P.O. Box 1388
Cordova, Alaska 99574-1388
P (907) 424-7738 * F (907) 424-7739
www.eyak-nsn.gov



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Highschool diploma or equivalent required, training in administrative functions preferred.
Current Alaska Driver's license with good driving record.

Performance Standard

- Regularly sit for long periods of time to complete tasks.
- Regularly bend, crouch, stand, move about to complete work.
- Typically lifts 25 lbs to coordinate work.
- Regularly manipulate electronic data to gather, input and otherwise coordinate work.
- Regularly use mental, oral and written methods to complete work.
- Regularly use mathematical and linear thinking skills to provide accurate, literate work.

Environmental Factors

Work will be completed in an administrative office, Exposure to typical office equipment including copiers.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature Date

Supervisor Signature Date

Team Leader Signature Date