

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

## RECEPTIONIST / EXPEDITOR

<b>Team:</b> Administrative	<b>Salary:</b> \$25.00/hour + DOE
<b>Reports To:</b> Senior Executive Assistant	<b>Schedule:</b> Flexible, can be either Full Time or Part Time within business hours Monday to Friday; 8AM to 5PM
<b>FLSA Status:</b> Non-Exempt (Overtime Eligible)	<b>Last Revised:</b> 02/24/2025

### POSITION SUMMARY

The Receptionist/Expeditor is responsible for first-line visitor contact, mail processing, and administrative support.

### ESSENTIAL DUTIES

- **Receptionist Duties:**
  - Open and close office for business hours.
  - Greet and welcome visitors, clients, and employees with professionalism and a friendly attitude.
  - Answer and direct incoming phone calls, emails, and inquiries efficiently.
  - Manage the front desk and lobby area, ensuring it is organized and presentable.
  - Schedule and coordinate meetings, appointments, and conference room bookings.
  - Handle incoming and outgoing mail, packages, and deliveries.
  - Assist with basic administrative tasks such as data entry, filing, and document preparation.
  - Assist with event planning.
  - Assists with advertising and outreach as needed.
  - Assists with Robocalls to tribal members and other groups as needed.
  - Maintain office equipment and supplies (copier/fax machine, coffee supplies, etc.)
- **Expeditor Duties:**
  - Conduct mail run twice per day at 10AM and 3PM. Drive around to local NVE offices and the Post Office for mail processing & distributing twice per day. If work vehicles are not available, personal vehicle use may be required. If personal vehicle is used, mileage will be reimbursed at federal rate.
  - Ensure smooth workflow and timely completion of projects by coordinating with different departments.
  - Monitor and track the status of orders, deliveries, and ongoing tasks.
  - Communicate with vendors, suppliers, and internal teams to resolve delays or issues.
  - Prioritize urgent tasks and ensure necessary resources are allocated efficiently.
  - Update and maintain reports, records, and tracking systems.
- **Other:**
  - Maintains confidentiality at all times.
  - Maintains awareness and sensitivity to Alaska Native/Native American Culture.
  - Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

- This position has no supervisory responsibilities.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

## **POSITION REQUIREMENTS**

- Knowledge of principles and processes for providing customer service.
- Knowledge of administrative and office procedures and systems such as word processing, managing files and records, and workplace terminology.
- Excellent organizational and time management skills.
- Professional and personable demeanor with a desire to greet and assist people.
- Reliable, dependable, and responsible in completing work tasks.
- Ability to communicate well with others and convey information clearly and effectively.
- Ability to prioritize tasks and meet deadlines.

## **TECHNICAL SKILLS**

- Microsoft Office (Word, Excel, etc.)
- Multi line phone operating

## **EDUCATION AND EXPERIENCE**

- **Education:** None required. HS Diploma/GED preferred.
- **Experience:** None required. Prior experience or training in administrative functions preferred.
- **Certificates & Licenses:** Alaska State driver's license with insurable driving record.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, the following will be required of employees:

- Regularly walk, bend, crouch, stand, and move about to complete work.
- Typically lifts 25 lbs. to coordinate work.
- Occasionally lift and move up to 50 lbs.
- 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.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Will drive in various weather conditions.
- Exposed to inclement weather conditions during mail runs.
- Work in a confined space (administrative office).

- Exposed to moderate noise (office equipment and foot traffic).

**Other Requirements:** Required to submit to a background check and follow the NVE Tribe’s drug policies.

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Disclaimer**

The Native Village of Eyak has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Native Village of Eyak reserves the right to change this job description and/or assign tasks for the employee to perform, as the Native Village of Eyak may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

***Preference for NVE Tribal members is in effect for this position. The successful candidate will be required to follow the NVE Tribe’s drug policies.***

\_\_\_\_\_  
Employee Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Manager Signature:

\_\_\_\_\_  
Date: