

SIRCO

SUSANVILLE INDIAN RANCHERIA CORPORATION



POSITION ANNOUNCEMENT

Position: HR/Administrative Assistant
Date of announcement: June 24, 2016
Closing Date: Open until filled
Hours: Full Time
Salary: \$13.00-\$15.00/hr- DOE

POSITION SUMMARY

Performs a wide range of administrative and office support activities for the department and/or managers and supervisors to facilitate the efficient operation of the corporation. Provides administrative and human resource tasks for all SIRCO entities. Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Sensitivity to confidential matters is required.

RESPONSIBILITIES

- Receive and direct visitors and clients
- General clerical duties including photocopying, fax and mailing
- Maintain electronic and hard copy filing system
- Retrieve documents from filing system
- Handle requests for information and data
- Maintain contact lists
- Prepare written responses to routine inquiries
- Prepare and modify documents including correspondence, reports, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements
- Prepare agendas for meetings and prepare schedules
- Maintain office supply inventories and place orders when necessary
- Maintain employee files
- Modify/edit policies and procedures as needed
- Staff recruitment
- Employee orientation, development, and training
- Process, update, maintain employee benefits programs such as medical/dental, 401K
- Update and maintain employee handbooks, policies, and other safety manuals as applicable
- Assist in overall employee relations and communications

Minimum Qualifications

- High School Diploma
- Three (3) years Human Resources experience
- Three (3) years Administrative experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office
- Knowledge of QuickBooks
- Knowledge of Native American Communities, their organizational structure, and basic understanding of Tribal laws and regulations
- Ability to resolve conflicts and maintain positive work environment
- Must possess a valid drivers license

Preference will be given to Native Americans (42 CFR 36.221)