

SIRCO

SUSANVILLE INDIAN RANCHERIA CORPORATION



POSITION ANNOUNCEMENT

Position: Executive Administrative Assistant
Company: SIRCO
Location: Herlong, Ca
Date of announcement: April 19, 2018
Closing Date: Open until filled
Hours: Full-time
Wage: DOE

Position Description

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, secretarial and clerical support to senior-level managers to maintain a fast-paced office environment. 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.

Main Tasks and Responsibilities

- Answer and transfer inbound phone calls
- 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
- Submit and reconcile expense reports

Requirements

- Proven 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
- Must be willing to travel

Required Education and Experience

- High School Diploma
- One year of administrative experience

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

SIRCO will only consider applications and resumes that are submitted to SIRCO's Human Resources Coordinator.

Please send application and/or resume to:

SIRCO

ATT: Rietta Amador

Human Resources Coordinator

Email: hr@sircorporation.com

Fax: 530.402.4031

Phone: 530.252.4209 x.5

Mailing address:

447-160 Lassen Ave.

PO BOX 1006

Herlong, Ca 96113