

VACANCY POSTING

POSITION TITLE:	Executive Admin Assistant	STATUS:	Full-Time
DEPARTMENT:	Tribal Administration	SALARY:	\$50,000
SUPERVISOR:	Chief	POSTING:	April 1, 2024
		CLOSING:	April 10, 2024

POSITION DESCRIPTION

General Summary

The Executive Assistant will provide high-level administrative support to the Chief, Assistant Chief, and CFO.

Primary Duties and Responsibilities:

- Provides high-level administrative support and assistance to the Chief, Assistant Chief, and CFO.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents.
- Arranges travel and accommodation.
- Schedules and attends meetings on behalf of executives, taking notes and recording minutes.
- Receives incoming communication or memos on behalf of Chief, Assistant Chief and CFO, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Performs office tasks including maintaining records and ordering supplies.
- Performs additional duties as assigned by executives.
- Performs other related duties as assigned.

Requirements:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Able to type minimum of 50 words per minute.
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

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. Physical ability to work in an office setting.

Benefits:

- Health, Dental and Vision
- Paid time off
- Holiday pay
- Life insurance
- Long-term disability insurance
- 401k

How to Apply:

Candidates desiring to apply for this position must submit the following by the closing date to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.

AND

- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

To apply for this position, interested candidates must submit their completed cover letter and resume on or before the closing date to:

Upper Mattaponi Indian Tribe
Attn: Executive Administrative Assistant
13476 King William Rd.
King William, VA 23086
Or
Email: careers@umitribe.gov

NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).