



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-24-0026	Opens: 02/23/2024 Closes: OUF
Position Title: Human Resources Assistant	
Salary Rate: \$11.00 to \$16.00 hourly	Duty Location: Carnegie, OK

JOB SUMMARY

The Human resources Assistant will perform administrative tasks and services to support effective and efficient operations of the Kiowa Tribe's human resource department.

Reports To: Human Resources Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High School diploma or GED and two (2) experience in employment benefits administration. Prior related experience in Human Resources Human Resources certification a plus.

- Maintain Accurate and up-to-date human resources files, records, and documentation.
- Assist in applicant tracking process for recruitment.
- Assist in preparing interviews packets.
- Assist in job postings, short list candidates, and schedule job interviews.
- Answer frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Adheres to and follows all KT Tribal policies and procedures.
- All other duties assigned.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision
\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee
401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving policy, or;
- Must possess a valid Oklahoma identification card.
- Must submit to and pass a pre-employment background check and pre-employment drug test.
- Positions are subject random drug testing according to the Tribe's Drug Free Workplace Policy.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.