



## 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](http://kiowatribe.org/careers)

<b>Job Opportunity:</b> KTJA-24-0035	<b>Opens:</b> 04/01/24 <b>Closes:</b> OUF
<b>Position Title:</b> Administrative Assistant	
<b>Salary Rate:</b> \$12.00 - \$16.00 hourly	<b>Duty Location:</b> Carnegie, OK

### JOB SUMMARY

Searching for a hardworking and versatile Administrative Assistant with proven organizational skills and some knowledge of Tribal policies and procedures is expected. Provides assistant and be under the direct supervision of the Executive Assistant. Will step in and aid the Chairman and Vice-Chairman when the Executive Assistant is unavailable. Be committed and passionate with a focus on professionalism. Must have excellent communication and people skills with strategic planning capabilities are a must.

**Reports To:** Executive Assistant

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** High School diploma or GED certificate; additional qualification as an Administrative Assistant or Secretary a plus. Proven experience as an Administrative Assistant. Working knowledge of office equipment, i.e. printers and fax machines, Proficient in MS applications.

- Answer and direct phone calls.
- Organize and schedule appointments.
- Write and distribute email, correspondence memos, letters, faxes and forms.
- Develop and maintain a filing system.
- Provide general support to visitors.
- Act as the point of contact for internal and external clients.
- Maintain contact lists.
- Act as a support person to the Executive Assistant
- Knowledge of office management systems and procedures
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Strong organizational skills with the ability to multi-task.

### 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?

- Must possess a valid Oklahoma's state driver's license and be insurable under the Kiowa Tribe's driving policy.
- Must submit to and pass a pre-employment background check and pre-employment drug test.

**SUBMIT TO:** [HR@kiowatribe.org](mailto: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.*