



VACANCY ANNOUNCEMENT

Administrative Assistant- B.E.A.R. Program

OPENING DATE:	05/22/2023	CLOSING DATE:	06/05/2023
SUPERVISOR:	B.E.A.R. Project Director	SALARY:	TBD
LOCATION:	COVID Command Center - 301 W Broadway Street Anadarko, OK 73005	STATUS:	Regular Full-Time

JOB SUMMARY

Administrative Assistants perform a variety of clerical and administrative duties that are necessary to provide direct support to all program staff. They use computer software to create spreadsheets; manage databases; and prepare presentations, reports, and documents. Administrative Assistants also answer and direct telephone calls, greet clients, maintain mail logs, and utilize videoconferencing, fax, and other office equipment.

• DUTIES AND RESPONSIBILITIES

- Greets and directs clients and responds to inquiries about services available.
- Direct clients to appropriate staff for appointments.
- Acts as the main contact person for the program by answering telephone calls, transferring calls, taking messages, and maintaining the daily guest and mail logs.
- Checks program mailbox on a daily basis, and manages accounts payable utilizing electronic requisition software.
- Directs support to all program staff by managing the program calendar with events, training, client appointments, meetings, and completing travel paperwork.
- Manages program inventory of supplies, outreach materials, and other items necessary.
- Performs all other duties as assigned by the Program Director.

EDUCATION AND EXPERIENCE

- **Preferred:** Possess an Associate's Degree in Business Administration, Public Health, Social Services, or any closely related field from an accredited College or University with one (1) year of verifiable, successful work experience as an administrative assistant or in a position of equal level or responsibility.
- **Minimum:** High School or General Education Diploma AND a minimum of 1-year experience in an increasingly responsible administrative/clerical capacity with a demonstrated experience serving in an entry-level capacity and/or combination, of education, training, and experience equal to 1-year can be substituted that must be documented.

REQUIREMENTS

Must possess a valid Oklahoma Driver's License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.
SIMPLE IRA, 3% Tribal matching contribution.
Vacation and sick leave.
Paid holiday leave.