

JOB ANNOUNCEMENT

Post Date: 8/17/20

Administration Front Desk Receptionist

Closing Date: 9/04/2020

- **Wages:** \$13.00 to \$15.00 per hour, DOE
- **Hours:** Full Time 40, hours per week

General Responsibilities:

Greet clients and guests and screen appointments for administrative offices; Answer telephones; log and route incoming/outgoing mail; post correspondence and memos; Make copies; send/receive faxes; Operate office machinery and equipment; Perform route office duties; assist with DMV License Fee Exemptions

Qualifications include:

Must possess high school diploma or G.E.D. certificate; must have good communications skills; must be able to address the general public in a professional manner; Must be willing to learn job duties and take directives.

To Apply Contact:

Round Valley Indian Tribes, Personnel Department

77826 Covelo Road, Covelo CA 95248

For more information call 707.983.6126, Ext. 103

All applications must include a **Resume**.

Full Job Description will be available for each position when requested

ROUND VALLEY INDIAN TRIBES IS AN EQUAL OPPORTUNITY EMPLOYER (EOE) Applicants are considered without regard to race, color, religion, sex, age, national origin, sexual orientation, marital or veteran status, or the presence of a non-job-related mental or physical disability.