**JOB ANNOUNCEMENT**

**Post Date: 11/23/20**

## Front Desk Receptionist

**Closing Date: Open until filled**

* **Position:** Administration Front Desk Receptionist
* **Wages:** Starts at $13.00 per hour, DOE
* **Reports to:** Executive Secretary and/or Tribal Administrator
* **Hours:** Monday – Friday, 8:00 AM to 5:00 PM

**General Responsibilities:**

Under the supervision of the Executive Secretary and/or Tribal Administrator, the Front Desk Receptionist will assist with clerical duties, practice professional telephone protocols, meet and greet members and general public to direct their needs to the proper departments. Represent the Tribal Business and Tribal Council by practicing a professional attitude and appearance. Must maintain strict confidentiality. Make copies, send/receive fax correspondence, and scan documents; Operate office copy machine, telephone and mail equipment; must be computer literate.

**Qualifications include:**

Must display excellent customer service skills, must maintain the confidentiality of all departments. Must possess high school diploma or G.E.D. certificate. Good verbal and written communications skills. Able to address general public requests in a professional manner. A willingness to learn job duties and take directives from tribal council and supervisors.

**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

**INDIAN PREFERENCE:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Round Valley Indian Tribes is an Equal Opportunity Employer.