Position Title: Administrative Assistant
Department: Natural Resources
Reports To: NR Director Admin. Assistant
FLSA Designation: Non-Exempt

POSITION PURPOSE:
Under the direct supervision of the Natural Resources Director, the Administrative Assistant provides office administration services, secretarial, and project support for all of the various Natural Resource Programs and staff.

ESSENTIAL FUNCTIONS:
- Organize and schedule meetings and appointments upon request
- Maintain contact lists
- Produce and distribute correspondence memos, letters, emails, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing and records management system
- Book travel arrangements as needed
- Submit and reconcile expense reports and process payments
- Provide general support to visitors
- Take dictation/meeting minutes as needed
- Prepare and monitor invoices
- Assist in grant reporting requirements
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Receive, sort and distribute the mail daily for the NR Department
- Review and authorize permits for special forest products, hunting, fishing, and gathering, and/or recreational passes
- Answer and direct phone calls/monitor and relay information from radio base station “dispatch “as needed
- Other duties as assigned

QUALIFICATIONS:
- Proven admin or assistant experience (2+ years)
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- High school diploma or equivalent; college degree preferred
- Ability to type 60+ wpm.
- Strong filing and organizational/prioritization skills
• Excellent written and oral communication skills
• Additional knowledge and skills related to database development a plus
• Experience in grant writing
• Financial management experience
• Ability to adjust to quickly changing duties and assignments
• Ability to work with others as a team player
• Current and valid Oregon driver’s license in good standing is required with no insurability issues as determined by the Tribe’s insurance carrier