



## **JOB ANNOUNCEMENT**

**Administrative Assistant**

**MONDAY-FRIDAY**

**HOURS:**

**MONDAY: 8:30AM-NOON & 1:00PM-3:30PM**

**CLOSING DATE: Open until filled**

### **POSITION SUMMARY:**

The Administrative Assistant will be responsible for assisting the Tribal Administrator in conducting the daily functions related to programs within the Tribal Organization and working in conjunction with the Port Lions Traditional Tribal Council.

### **QUALIFICATIONS AND REQUIREMENTS:**

Must have a high school diploma or equivalency with experience in office management. This individual must be efficient and comfortable in a supervisory position, be resourceful with strong organizational skills, while maintaining a complex schedule. Punctuality, grammar and communication skills are imperative. Must be able to efficiently multi-task, work with the public, work well as a team member and have the ability to work independently. Proficiency in Quickbooks, Word, Excel, Publisher and Adobe preferred.

### **DURATION:**

This is a full-time permanent position. Applications & Job Descriptions are available at the Native Village of Port Lions, Monday - Friday: 8:30 AM. - Noon & 1:00 P.M. - 3:30 P.M.

**Closing Date: Posted Until Filled**

**Posted: 12/23/19 YM**

### **NATIVE PREFERENCE:**

The Native Village of Port Lions is an equal opportunity employer and is in accordance with P.L. 93-638, preference in filling vacancies is given to qualified Alaska Native and Native American candidates.