



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Reception

Team: Administrative

Salary Range: \$16-\$20, DOE

Reports to: Senior Executive Assistant

Schedule: Part-time, Regular

Salary Status: Non-Exempt from Overtime

Last Revised: August 2023

The receptionist is responsible for first line visitor contact, light administrative support and back up for supply orders and mail processing.

Duties/Responsibilities:

- Opens and prepares the office for business by 8:00AM.
- Closes and locks the office doors at the close of the business day.
- Answers phones, takes and distributes messages on email system.
- Greets and provides information to visitors.
- Assists with general offices tasks such as copying, faxing and small administrative jobs.
- Maintains office machines such as copier, fax, postal machine, and coffee machines, including ensuring supplies are stocked and maintained.
- Provides back up for mail processing & distributing.
- Maintains and distributes NVE food bank, including monthly reports.
- Orders office supplies for NVE employees.
- Assists with projects and events as needed.
- Assist with advertising and outreach as needed.
- Assist with Robocalls to tribal members and other groups as needed.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent organizational skills.
- Must have ability to prioritize tasks and meet deadlines.
- Must be outgoing and personable with a desire to greet and assist people.
- Ability to communicate well with employees and management.
- Reliable with strong work ethic.
- Must be proficient in basic math.
- Knowledge of Office Suite programs preferred.

Education and Experience:

- Highschool diploma or equivalent required.
- Training in administrative functions preferred.
- Office experience setting preferred.
- Current Alaska Driver's license with clean driving record

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www.eyak-nsn.gov



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Physical Requirements:

- Regularly sit for long periods of time to complete tasks.
- Regularly bend, crouch, stand, move about to complete work.
- Typically lifts 25 lbs. to coordinate work.
- Regularly manipulate electronic data to gather, input and otherwise coordinate work. Regularly use mental, oral and written methods to complete work.
- Regularly use mathematical and linear thinking skills to provide accurate, literate work.
- Work completed in an administrative office

Disclaimer

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date