

Delaware Nation Vacancy Announcement

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Delaware Nation Employment Application, available at the Delaware Nation Tribal Complex or at www.delawarenation.com/human-resources/. Delaware Nation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Delaware Nation reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

Job Title:	Receptionist/Office Assistant	Posting Date:	04/11/2022	Closing Date:	Open Until Filled
Department:	Tribal Administration	Status:	Full-Time		
Location:	Anadarko, OK				

Position Summary:

Under the supervision of the Tribal Administrator, acts as Delaware Nation receptionist while assisting in the day-to-day operations of the administrative offices. Will also be cross-trained to assist Tax Commission when needed.

Qualifications

1. Must be have working knowledge of office equipment	4. Types letters, memoranda, tribal resolutions, and other correspondence when necessary
2. Receives/routes incoming calls & takes messages	5. Keeps front office & mailroom clean and organized
3. Opens/sorts/disseminates mail	6. Must maintain the strictest confidentiality

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

<ul style="list-style-type: none"> • Valid Oklahoma Driver License • Pass drug testing requirements • Pass Background Check • Associate's Degree in business administration/related field preferred • Working Knowledge of Microsoft Office 	<ul style="list-style-type: none"> • 2 years satisfactory performance in a related position • Must possess skills in typing, math, spelling and communication, both oral and written.
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To apply submit the following:

- A current Delaware Nation Employment Application and Resume
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current Valid Oklahoma Driver License
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Delaware Nation Human Resources Dept.	PO Box 825 Anadarko, OK 73005	(405)247-2448 Ext. 1102	(405)247-9393	arodriguez@delawarenation-nsn.gov

**A complete job description for the above advertised position may be obtained from the Delaware Nation Human Resources Department.