|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** | Receptionist/Office Assistant | **Posting Date:** | 03/27/2024 | **Closing Date:** | Open Until Filled |
| **Department:** | Tribal Administration | **Status:** | Full-Time |
| **Location:** | Anadarko, OK |

|  |  |
| --- | --- |
| * Valid Oklahoma Driver License
 | * 2 years satisfactory performance in a related position
 |
| * Pass drug testing requirements
 |
| * Pass Background Check
 | * Must possess skills in typing, math, spelling and communication, both oral and written.
 |
| * Associate’s Degree in business administration/related field preferred
 |
| * Working Knowledge of Microsoft Office
 |

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

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 crossed-trained to assist Tax Commission when needed.

* 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

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

**Qualifications:**

**Where to Apply:**

**To apply submit the following:**

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

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Position Summary:**

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.

**Delaware Nation**

**Vacancy Announcement**