

South Puget Intertribal Planning Agency

3104 SE Old Olympic Highway Shelton, WA 98584 (360) 426-3990 FAX (360) 427-8003

JOB DESCRIPTION

Receptionist/Administrative Assistant

DEPARTMENT: Administration
REPORTS TO: Executive Assistant/IPC Coordinator
F.L.S.A.: Non-Exempt
RANGE: 3/4

Position Summary:

The Receptionist/Administrative Assistant serves as the front line contact on behalf of SPIPA for the public via telephone and in person reception at the Intertribal Planning Center (IPC) in Shelton. In addition to receiving guests and clients of the agency, this position aids SPIPA staff with day-to-day clerical and support services. This is a full-time position teamed with another staff person that requires multi-tasking and timely completion of jobs in coordination and collaboration with both administrative and program staff.

Job Responsibilities:

- Answer multi-line telephones for approximately 50 plus staff members. Route messages in a timely and accurate manner. Coordinate respite telephone coverage.
- Receive agency guests in a polite, friendly and helpful manner; respond to inquiries regarding SPIPA procedures and services.
- Receive and route information and documents in a timely and accurate manner.
- Provide clerical and administrative support in collaboration with Executive Administrative Assistant for SPIPA staff ensuring efficient, accurate and timely completion of assigned duties.
- Assist in maintaining agency database(s).
- Mail management including routing, stamping and logging incoming and outgoing mail, bulk mail and electronic mail.
- Operate office equipment such as computer, typewriter, calculator, copy and fax machine; resolve equipment problems.
- Facilitate on-going communication among staff members, including location of personnel on a day-to-day basis.
- Assist in scheduling locations for staff meeting needs.
- Perform other duties as assigned.

Minimum Qualifications:

- High school diploma or G.E.D.
- One year demonstrated work experience in office clerical and administrative support work using Microsoft Office and Outlook.
- Demonstrated skill level in composition of common business correspondence.
- Good communication skills including composing/editing as well as good listening skills.
- Maintain a polite, friendly and helpful demeanor to guests, clients and SPIPA staff.
- Work collaboratively with co-workers and other SPIPA staff in a team environment.
- Must have a proven record of accomplishment of maintaining confidentiality.
- Ability to manage multiple task demands.
- Valid Washington State Driver's License and private automobile insurance.

- Must have reliable transportation and be able to attend work from 8:00 a.m. to 4:00 p.m. with minimal absences.

Physical Abilities: Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; and lifting light objects.

Salary/Fringe Benefits: Compensation for this position has a range of \$11.52 - \$13.10 hourly (37.5 hours weekly). Benefits include medical, dental, vision, life insurance and agency contribution to a retirement program.

Confidentiality: This position may have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement.

Equal Opportunity: SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaskan Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

Drug-Free Workplace: SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. Requires successful completion of a pre-employment drug test.

Harry Bossi; Human Resources Manager
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SPIPA application is available on line at <http://www.spipa.org> ("services" tab) or by calling (360) 426-3990, or downloaded at: <http://www.spipa.org/jobs/SPIPAemploymentapprev0808.pdf>

Open until filled but will start screening applications March 15, 2010.

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