



Cow Creek Government Office

Position Description

Position Title: UIDC Executive Administrative Assistant **Department:** Administration

Reports To: UIDC Resort Operations Officer

FLSA Designation: Non-Exempt

Date Written/Revised: 09/12/2016

POSITION PURPOSE:

Provides administrative and clerical support to the UIDC Resort Operations Officer. Handles confidential and sensitive information related to a wide variety of issues, including corporate financials, guest relations, employment issues, etc.

ESSENTIAL FUNCTIONS:

- Manages the Operations Officer's calendar and independently schedules appointments.
- Screens all incoming telephone calls and correspondence for the Operations Officer and responds independently when possible.
- Prepares memoranda outlining and explaining administrative procedures and policies to managers and directors. Provides guidance and monitors compliance.
- Arranges meetings, programs, events, or conferences by arranging for facilities and catering, issuing information or invitations.
- Acts as custodian of corporate documents and records: maintains an organized and confidential filing system for the department.
- Composes and prepares confidential correspondence, reports, and other complex documents for the Operations Officer.
- Attends Management meetings, taking and distributing minutes to all attendees.
- Creates and maintains database and spreadsheet files.
- Arranges, reconciles and reimburses all corporate travel for seminars and training. Also, arranges travel for outside visitors as needed.
- Responds to all inquiries on-line for various property wide questions. If unable to respond directly, forwarding the inquiry to the appropriate department for answer.
- Maintain adequate office supplies by assessing need and placing orders.

QUALIFICATIONS:

- Associates degree in Business, Communications, or related subject or 5 year's previous experience as Executive Administrative Assistant.
- Must be 21 years of age or older.
- Advance level in Excel and PowerPoint, required.
- Project Management, required.
- Proven organizational skills and experience prioritizing multiple requests in a fast paced environment with frequent interruptions.
- Excellent verbal and written communication skills.
- Ability to maintain confidential records.
- Advanced level computer and software skills in MS Word, and Outlook.
- Demonstrated high degree of accuracy with data entry, taking minutes and report writing.
- Must have the ability to obtain a Class III Gaming License.
- Valid Oregon Driver License and the ability to comply with the company's Drivers Policy.

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Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

1. SITTING - (Percent of time or hours per day? Surface? Foot controls?) **Continuous-80% of the shift**
2. STANDING - (Percent of time or hours per day? Type of surface? Duration at one time?) **Occasional-10% of the shift 30 minutes at a time. Tile or carpeted floor surfaces.**
3. WALKING - (Percent of time or hours per day? Surface? Distance?) **Occasional-10% of the shift, 30 minutes at a time. Tile or carpeted surfaces and up to 500'.**
4. POSITIONS - (Can worker change positions frequently? Occasionally?) **Yes**
5. LIFTING & CARRYING - (Weight? Type of object(s)? Frequency? Distance?) **Occasional-max 20#s, Boxes and supplies. To 100'**
6. PUSHING/PULLING - (Weight? Type of object(s)? Times per hour? Distance?) **Occasional-up to 20#s, boxes, paper and Supplies. Approx. 5 times per day**
7. REACHING/HANDLING - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Occasional**
8. BENDING/SQUATTING - (Frequency? From Waist? Knees? Duration?) **Occasional to Intermittent**
9. TWISTING - (From what body part(s)? Frequency? How far? Work being done?) **Occasional to Intermittent from the waist.**
10. CLIMBING - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent up stairs**
11. CRAWLING - (Surface? Frequency? Distance?) **Intermittent up stairs.**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

Position is performed in a temperature controlled building. Employee has the use of a computer.

<u>X</u>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
___	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
___	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
___	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
___	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently