



Cow Creek Government Office

Position Description

Position Title: Executive Administrative Assistant

Department: Tribal Programs

Reports To: Tribal Programs Officer

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

ESSENTIAL FUNCTIONS:

- Professional representative of Tribal programs and the Tribal Programs Officer (TPO).
- Prepare daily, weekly and monthly administrative reports.
- Coordinator and maintain the TPO's calendar, schedule meetings, send out calendar invites.
- Take complete and accurate messages. Assure all messages are followed up and calls are returned.
- Professional correspondence – prepare draft letters, staff and administrative reports, presentations, etc.
- Provides professional customer service by greeting guests in a polite, prompt, helpful manner & provides any necessary instruction or direction.
- Maintain filing & ensure security of administration files, performing specialized functions and special projects as directed.
- Maintain strictest confidentiality; adheres to all Policies and Procedures.
- Maintain a working knowledge of all programs offered by the Cow Creek Government Office.
- Attends staff meetings as required and takes minutes.
- Process all check requests per policy including entry into the accounting system.
- Assist TPO and other administrative staff with administrative projects, as requested.

QUALIFICATIONS:

- High school diploma or GED.
- Executive Administrative Assistance and/or Administrative Degree with two years of work experience, required.
- Knowledge and application of Robert's Rules of Order preferred.
- Humble and a strong representative of administrative officer; professional attire and attitude.
- High level administrative office procedures and functioning.
- Working knowledge of office procedures, office equipment, computer experience and knowledge of government program rules and regulations.
- Extensive knowledge of Microsoft Office including but not limited to Word and Excel.

- Must demonstrate proven effective interpersonal communication skills.
- Demonstrate the ability to work effectively with staff, local agencies and individuals from different cultural & ethnic backgrounds in a friendly and professional manner.