



Cow Creek Government Office

Executive Administrative Assistant

Job Code: 1103
Department: Human Resources
Location: Roseburg
Minimum Hourly: \$ 25.91

POSITION PURPOSE:

A support mechanism for the Tribe's Deputy Director who oversees all government office functions and the Chief Human Resources Officer who ensures alignment from employees with all policies and procedures.

ESSENTIAL FUNCTIONS:

- Must be comfortable multitasking and is detail oriented with a commitment to confidentiality.
- Must be skilled at creating agendas, managing schedules, and keeping track of multiple projects simultaneously.
- Maintain the ability to exercise good judgment in a variety of situations, will possess strong written and verbal communication skills, and be comfortable handling multiple projects and priorities, and support those priorities through strong organizational and administrative skills.
- Professionally represents the Deputy Director and Chief Human Resources Officer internally and externally.
- Strong scheduling and calendaring skills with attention to maintaining a manageable day for both accounts.
- Excellent organizational abilities
- Excellent written and oral communication skills.
- Ability to interact and communicate with individuals at all levels of organization (internal and external)
- Strong interpersonal skills to handle sensitive situations and confidential information.
- Proficiency with Microsoft Office Suite, including Word, Excel, and PowerPoint skills.

QUALIFICATIONS:

- Associate degree or equivalent experience

- Three (3) years general business administration experience in a professional setting
- One (1) year supporting a senior level executive.