



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: WORK FORCE DEVELOPMENT (WFD) OFFICE MANAGER

SUPERVISOR: WFD SITE MANAGER

OPEN: UNTIL FILLED

SALARY: \$21.84-\$ 30.86 HOURLY DOQ/DOE 1 FTE

REPRESENTATIVE DUTIES INCLUDE: The WFD Office Manager provides a high level of secretarial and administrative support to the WFD team. This position requires multi-tasking and timely completion of tasks in coordination and collaboration with the Site Manager and staff. Identify, locate and track documents needed for support of WFD Department. Provide professional level customer service for reception area, receive guests and visitors, answer questions and direct them to the appropriate staff. Answer telephones and give information to callers, take messages or transfer calls to the appropriate staff member. Receive information and documents; ensure they are routed in a timely and accurate manner.

MINIMUM QUALIFICATIONS:

1. High school graduate or GED and one-year administrative experience.
2. Working knowledge of Microsoft Office including Word, Excel, PowerPoint, Access and desktop publishing programs.
3. Excellent organizational skills.
4. Resourceful and self-starter.
5. Ability to learn and navigate the WFD data system (TAS)
6. Outstanding oral and written communication skills, as well as listening skills.
7. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATIONS MUST BE RECEIVED BY OPEN UNTIL FILLED. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

5/18/2023