

**Mi'kmaq Nation**  
**POSITION DESCRIPTION**

**TITLE:** Administrative Assistant/Receptionist

**CLASSIFICATION:** Part-Time

**IMMEDIATE SUPERVISOR:** Tribal Administrator

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements. The description is meant to serve interviewers, applicants, and directors as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this position may change over time, according to the Tribes needs.

**SUMMARY OF POSITION:** The Administrative Assistant will provide various administrative and clerical support functions to the Tribal Chief, Tribal Administrator and Program Directors. This person will also provide support and assistance to clients within the Micmac Community. The incumbent will use his/her knowledge, training, and technical skills to provide high quality services to consumers from both within the tribal services realm, the tribal community, and surrounding community (ex. vendors, contractors, etc.).

**EDUCATION/EXPERIENCE:** Associates Degree in Secretarial Sciences preferred, or High School Diploma with a minimum of two or more years experience as an Administrative Assistant.

**LICENSES OR CERTIFICATIONS:** Valid Maine state driver's license. Office Assistant Certification (if not certified, will be required to do so within prescribed time as determined by Tribal Administrator).

**SKILLS/KNOWLEDGE/ABILITIES REQUIRED:** The incumbent must possess excellent oral and written communication skills, basic organization and time management skills, type 50+ words per minute, and a high degree of computer literacy, including proficiency with Spreadsheet and Database software. The ability to operate general office machines, including a computer, copier, scanner, and shredder. Must be able to project a sincere, positive image of the Tribe, and present his/herself in a courteous, professional manner when interacting with the general public, clients, agency personnel, and community professionals. Client service experience and strong interpersonal skills are also required. Ability to work independently and as part of a team. Knowledge of Tribal community values and norms.

**WORKING CONDITIONS:** Regular office environment. Some work-related travel is required throughout the State of Maine, as well as out of area.

**FUNCTIONS/TASKS:**

1. Provide clerical support to the Tribal Chief, Tribal Administrator, and various Program Directors, including typing, filing, photocopying, scanning, data entry, and mail



distribution.

2. Coordinates telephone communications; directs calls and/or visitors to appropriate personnel, in a courteous, sincere, professional manner.
3. Uses knowledge of the organization, programs, operations, and procedures to make proper disposition of inquiries.
4. Arranges meetings, including locating, reserving space, and attending to equipment needs.
5. Assists customers by responding to all inquiries surrounding the scheduling and reservation of the Spruce Haven facility.
6. Assembles, organizes, and types correspondence, memoranda, and other documents as assigned.
7. Prepares and maintains a filing system for incoming/outgoing correspondence, memoranda, client, and administrative records.
8. As requested, attends and takes minutes of meetings, which are later typed in summary form and distributed.
9. Maintains inventory control of office supplies, coordinates purchases with vendors including ordering, receiving, distributing supplies and/or equipment; and coordinates maintenance schedules for equipment and/or services.
10. Assume the role of the receiving clerk for all deliveries, completes necessary paperwork for delivered items, reports all damaged items to appropriate officials, and forwards receiving documentation and corresponding attachments to the Accounts Payable Clerk.
11. Responsible for the collection of newsletter articles from various personnel. Ensures personnel abide by established time frames surrounding articles submission. Prepares, and mails monthly newsletter to maximize accurate and timely information exchange.
12. Coordinates weekly payroll distribution at designated date/time in accordance with established personnel policies.
13. Orientate other tribal staff to assume job functions/tasks when backup coverage is needed.
14. Maintains a clean, uncluttered and professional appearance of the receptionist area.
15. Regularly monitors reception area to ensure access to immediate work area is limited strictly to authorized personnel only.
16. Maintain strict adherence to confidentiality as outlined in the Privacy Act of 1974.
17. Review and abide by the ABMI Personnel Policies.
18. Attends all required trainings and assigned meetings.
19. Reports to work, meetings, trainings, and scheduled appointments on time.
20. All other duties as assigned.

If you are interested in applying for this position, **submit a completed application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, and three professional references from current or past employers (within three years).** A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities, or you can call our office to have an application mailed. Only after a successful DHHS, State of Maine background check, and FBI fingerprint background check can a job offer employment be offered.

**The closing date for this announcement is February 14th , 2024**

Please send the completed Job Application to the following address or email:

mcarlos@micmac-nsn.gov

Attn: Human Resource Assistant

Mi'kmaq Nation

7 Northern Road, Presque Isle, ME 04769

*The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider.*

