

United States Jobs Expertini®

Admin Assistant/Secretary

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Company: Confederated Tribes of Warm Springs

Location: Warm Springs

Category: other-general

Provide administrative support services for the Warm Springs Tribal Gaming Regulatory Authority (TGRA) and Surveillance, including receptionist, secretarial, maintenance of records and databases, preparation of bi-weekly payroll, purchase requisitions and travel arrangements for staff and communication with Tribal and gaming operations. Requirements High School diploma or equivalent. Recommend certification in secretarial/assistant, and three years' secretarial or general office experience. Excellent written and verbal communication skills; organizing skills; be proficient in use of general office equipment including personal computers; skills in Microsoft Word, Excel, database, photo/ID system application. Requires working knowledge of Tribal organization and processes. Perform all duties in an efficient and timely manner. Maintain a positive attitude, be professional, and courteous. Maintain strict confidentiality. Must be 21 years of age and pass a background check to obtain a high security gaming license. Benefits Benefits include: Excellent medical insurance with low annual maximum-out-of-pocket costs, plus vision and dental. Available flex spending plan for daycare and medical costs. Also available are numerous supplemental insurance packages. 401(k) retirement with up to 5% employer matching after one year of employment. Eleven days of paid holidays and Personal time off (PTO) accruing at 130 hours annually with increases after three years of service.

High School diploma or equivalent. Recommend certification in secretarial/assistant, and three years' secretarial or general office experience. Excellent written and verbal

communication skills; organizing skills; be proficient in use of general office equipment including personal computers; skills in Microsoft Word, Excel, database, photo/ID system application. Requires working knowledge of Tribal organization and processes. Perform all duties in an efficient and timely manner. Maintain a positive attitude, be professional, and courteous. Maintain strict confidentiality. Must be 21 years of age and pass a background check to obtain a high security gaming license.

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