

Administrative Assistant

Position Summary

Under general supervision, the Administrative Assistant must perform a variety of complex logistical, secretarial, administrative, and graphic design duties to support the Operations department, the Assistant Manager of Committees and Tribal Committees. This includes assisting with the logistical coordination and planning of committee meetings, special events and activities for UAIC. The Administrative Assistant also oversees the production and design of the monthly Tribal Times newsletter and creates flyers and other publications. The Administrative Assistant must routinely use tact, poise, and good judgment while communicating with internal and external customers, offices, and organizations. The Administrative Assistant is required to exercise independent judgment and initiative in resolving issues to ensure compliance with the organization's policies and procedures.

Job Functions

Essential Functions

- Prepares for meetings, including reminder calls, conference room scheduling, room setup, and preparing flyers;
- Routes incoming phone calls; assists callers quickly and efficiently by communicating general information about the departments and referring callers to the appropriate department or person(s);
- Schedules appointments, meetings, and conferences as directed;
- Provides information to Committee Members, Tribal Members, and business contacts;
- Processes Committee Member travel request forms;
- Researches and compiles data for monthly credit card reconciliations and administrative reports;
- Composes letters, e-mails, and memos on behalf of the department, including itineraries, reports, and other materials of a confidential nature;
- Sets up call blasts and mass-mailers;
- Creates event flyers and letters to be reviewed, edited, published and mailed to a variety of individuals;
- Routes incoming mail, checks, and documents daily to the appropriate departments, individuals, and business contacts;
- Sets up and maintains confidential files;
- Assists with a wide range of administrative, operational, and clerical duties;
- Provides event assistance and works with teams to set-up, tear-down and execute offsite and onsite events;
- Maintains and demonstrates knowledge of all event properties, and set-up of meeting and event spaces;
- Obtains photos from UAIC events as needed for the newsletter;
- Designs and organizes newsletter content, layout, colors and photos;
- Oversees newsletter deadlines and communicates with departments.

Non-essential Functions

- Purchases and distributes tickets and passes to UAIC Committee Members, Staff, and other Business Representatives for Operations/Committee trips/events;
- Provides back-up for the front desk;
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of appropriate contemporary administrative and clerical practices
- Expertise in various computer software programs applied to specific tasks; ability to create and maintain Excel charts and spreadsheets; ability to utilize Word template capabilities; ability to manage multiple calendars in Microsoft Outlook
- Advanced knowledge of MS Office applications, including Word, Excel, Publisher, Outlook, Adobe Photoshop and InDesign;
- Understanding of accounts payable function.

Skills

- Well organized, and able to manage multiple projects simultaneously;
- Possess effective presentation skills;
- Acute attention to detail;
- Proactive, forward thinking;
- Excellent time management skills with the ability to set and meet deadlines;
- Strong analytical and problem solving skills.

Abilities

- Ability to work effectively with frequent interruptions;
- Ability to handle and prioritize tasks and projects in a high-stress environment while being flexible enough to change focus quickly, when needed;
- Attention to detail and ability to follow written and verbal directions
- Ability to work effectively with others as a team, as well as ability to be an efficient individual contributor who can work well independently;
- Ability to have a patient approach that builds trust with Tribal members;
- Ability to learn rapidly and apply specific rules and office policies/procedures;
- Ability to operate various office equipment;
- Ability to communicate tactfully and effectively, both verbally and in writing;
- Ability to communicate effectively and utilize critical thinking skills to determine the service that meets the member's needs and guides them in the right direction;
- Ability to work comfortably and professionally with a diverse community, staff, and constituent group;
- Ability to consistently exercise independent judgment while communicating with co-workers, Tribal members, and outside entities;
- Ability to take initiative in resolving issues to satisfy internal and external customers' needs and to stay compliant with UAIC policies & procedures;
- Ability to clear all necessary background checks.

Qualifications

Minimum requirements

- High school diploma or equivalent

- Three (3) years of administrative experience in a fast-paced environment
- Excellent computer literacy, specifically experience with Microsoft Office, including Word, Excel, Outlook, and Publisher
- Adobe Photoshop and InDesign experience

Preferred qualifications:

- Associates or Bachelor's degree in related field

Working Conditions

While performing the duties of this job, the employee is occasionally required to stand; walk more than half a mile; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job, with or without correction, include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

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