



Creek Indian Enterprises Development Authority

Muskogee Technology Open: Until Filled

ADMINISTRATIVE ASSISTANT OF MUSKOGEE TECHNOLOGY

The Administrative Assistant is responsible for maintaining and operating a centralized reception area, promptly operating the telephone system, and greeting and directing all visitors to the appropriate personnel. Additional duties include assisting in the administrative and clerical needs of the Muskogee Technology Management Team.

CIEDA PURPOSE

We secure our Tribe's future by optimizing returns on funds and natural resources entrusted to us by the Council. We empower talented leaders to focus their energy and build profitable organizations by adding value with our capital and management expertise to high potential business ventures. This creates opportunities for our Tribe and generates wealth thereby leaving a lasting legacy.

REPORTING RELATIONSHIP

The Administrative Assistant of Muskogee Technology shall report directly to the Contracts Officer of Muskogee Technology.

DUTIES AND RESPONSIBILITIES

- To perform administrative and clerical duties on a daily basis while maintaining professionalism and interacting with the Customers and Visitors of Muskogee Technology with the highest regard for courtesy, and tact.
- Receives incoming telephone calls, and disseminates messages to appropriate personnel and performs all administrative mail duties. Coordinates internal IT requests with CIEDA IT Department for Muskogee Technology Operations.
- Greets, screens, orients all visitors per compliance requirements, and directs them to the appropriate personnel.
- Performs all Muskogee Technology new hire orientation duties, as well as, scheduling and planning for new hire candidate interviews for Muskogee Technology Management.
- Assists the Contracts Officer and Contract Specialist for daily duties and assignments.
- Performs administrative duties and assignments for the President/CEO of Muskogee Technology, as well as, other members of Management.
- Assists Muskogee Technology staff with duties including facsimile's, copying and filing.
- Acts as the primary delegate to receive and send packages via couriers out of the front office.
- Waters plants and maintains lobby and reception area.
- Edits general documents, and types memos, correspondence, travel vouchers, etc.
- Updates company bulletin boards, and works directly with Purchasing for ordering or purchasing of office supplies and maintaining office supply inventory.
- Prepares travel arrangements and documentation for Muskogee Technology Staff as assigned.
- Assists with the setup of meetings and by managing the conference room calendar and other special activities for Muskogee Technology Management.
- Performs other duties as assigned by the Contracts Officer or members of Muskogee Technology Management.

QUALIFICATIONS

- High School Diploma or GED required.
- Three (3) year's verifiable related employment experience in a professional office setting is required.
- Must successfully pass applicable knowledge, skills, and abilities exams.
- Must possess general knowledge of accounting and general ledger skills.
- Must possess ability to operate standard office equipment, including calculator, copier and facsimile.
- Must possess a high level of maturity, professionalism, and the ability to maintain confidentiality in a fast-paced business atmosphere.
- Demonstrated ability to communicate effectively both verbally and in writing. Must be able to communicate with employees, the general public, vendors and customers, and all levels of management, maintaining professionalism and respect.
- Must have working knowledge of computers with ability to work in a Windows environment with various software programs such as Word, Excel, PowerPoint, Visio, MS Publisher and Adobe Pro.
- Must possess a valid state driver's license.
- Ability to comply with all other requirements as specified within the management level CIEDA Personnel Policies and Procedures.

C.I.E.D.A. HR Department 100 Brookwood Road, Atmore, AL 36502
Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm

Apply online www.CIEJobs.com Email: HR@pcicie.com

PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE / CIEDA is a DFWP.

Complaints about the recruitment or selection process for employment should be directed in writing to the office of the President/CEO of CIEDA