



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Cheryl "Annie" Jackson

Job Announcement

Position: Fleet Administrative Assistant

Location: White Earth

Pay: \$19.45/hr

Benefits: Full

Open: 07-14-25

Close: 07-25-25

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing support to the Fleet Department to maximize the efficiency of the Division through effective organization and completion of supportive management services.

Position Outcomes:

Assists Fleet Department Manager with daily duties.

- Greets all visitors to the office in a welcoming, professional manner.
- Develops and maintains filing system for Department.
- Organizes customer purchase order files and coordinates all invoice activities with clients

Greets all visitors and clients in a welcoming manner and provides efficient services and accurate information to present a professional image of the Fleet Department.

- Answer all incoming calls, determines, appropriate response or person to refer the call to.
- Takes Messages for all staff that are unable to take calls while on duty, leaves messages for follow up by posting on board.
- Assists with appointment schedules.

Performs word processing to provide timely accurate and professional looking documents and materials.

- Prepare written proposals, correspondence and reports as directed to meet timeline requirements.
- Composes correspondence with minimal direction.

Provides administrative and clerical support to promote office efficiency by relieving the staff of administrative detail.

- Distributes internal communications to staff.

Maintains office supplies for office personnel.

- Requisitions office supplies.
- Stocks office supplies in appropriate areas.
- Receives, signs for orders and logs in as received.

Maintains general files, client files, and/or program files to ensure compliance with department policies and procedures.

- Maintains customer and vendor files.
- Ensure files contain appropriate documentation in accordance with program guidelines.

Records transactions in accordance with organizational policies and procedures to process invoices and payments.

- Matches invoices to purchase orders for accuracy in pricing, quantity and delivery of goods and services.
- Reconcile balances at the end of each month.
- Receives and records Fleet Department customer payments and deposits them daily.

Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Transportation Department.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment and meeting quality standards for services and evaluations of customer satisfaction.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to communicate effectively, both orally and in writing.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages, area, and volume.
- Skilled in the operation of office equipment including copiers, fax machines or 10-key adding machines and microix.
- Skilled in the operation of a personal computer and related software such as Microsoft Office (Word, Excel, Outlook), and internet.

Qualifications:

- High School Diploma or GED and one (1) year of clerical/office experience.
- Valid Driver's License and insurance for travel between sites and other business destinations.
- Must be able to pass a background check and drug screening.

Mail Applications White Earth Tribal Council

Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed*

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | Fax (218) 983-3641