



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Jacob McArthur
DISTRICT I Henry Fox **DISTRICT II** Alrick "Son" Accobee **DISTRICT III** Laura Lee Erickson

Job Announcement

Position: Fleet Administrative Assistant

Location: White Earth

Pay: \$19.45/hr

Benefits: Full

Open: 08-10-26

Close: 08-14-26

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing the initial contact for all employees, visitors, and clients to the Fleet department. This initial contact includes greeting, assisting, and providing direction and information as required. This position also supports the clerical and administrative support to the department to ensure efficient operations.

Position Outcomes:

Greets clients, visitors, and employees in a welcoming, professional manner, making them feel comfortable while they wait.

- Listens to and responds to concerns or inquiries to maintain a high level of departmental satisfaction.
- Determines the purpose of each person's visit and directs or escorts them to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Responds to routine information requests.

Performs administrative and clerical support tasks.

- Receives mail, documents, packages, and deliveries and delivers or distributes items.
- Orders departmental supplies, track orders, checks in and distributes.
- Fills out any necessary paperwork for departmental needs.
- Will create, update, revise forms or necessary paperwork and make and distribute copies as needed.
- Distributes daily internal communications to staff.
- Proofread all work for accuracy of spelling, punctuation and grammar.

Performs basic filing and recordkeeping.

- Create new files according to office procedure.
- Remove out of date files and transfer to internal storage according to office procedure.
- Electronically store pertinent documents for record keeping purposes.
- Print or send files to departmental staff as required or necessary in accordance to office procedures.

Performs advanced level clerical duties.

- Completes inquiries from historical data, files, and projects with reports and copies of supporting documentation.
- Completes requests for information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Coordinates and schedules travel, meetings, and appointments for manager/director.
- Prepares agenda and schedules for meetings.
- Records and distributes minutes or other records for meetings.
- Maintains office supply listing, and coordinates maintenance of equipment.
- Maintains a system to ensure budgetary spending is tracked and logged.

Performs Supervisory Responsibilities.

- May train newly hired clerical staff.
- Supervise and provide feedback on tasks performed by entry level Administrative staff.
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Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

- Knowledge and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee.
- Knowledge of the demographics, culture, history, lifestyles, and geography of the WERBC people and Native American people.
- Basic understanding and knowledge of administrative and clerical procedures and systems.
- Skill to use office equipment including but not limited to personal computer, fax machine, laminating machine, binder, copy machine, printer.
- Proficient with Microsoft Office Suite or related software.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills to interact with internal and external employees, visitors and clients with tact and diplomacy.
- Excellent organizational skills and attention to detail.
- Skills in assessing the needs of the individual and seek ways to address those respective needs.
- Skilled in managing time effectively and managing multiple tasks at any one time.
- Skilled in developing positive rapport and professional work relationships with employees, visitors and clients.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work independently making effective decisions and selecting a course of action(s) considering unseen situations that arise.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to read, write and comprehend instruction, correspondence, and memos.
- Ability to effectively present information in a one-on-one and small group situation.
- Ability to organize including arranging calendars, schedules, prioritize situations, events, and people.

Qualifications:

- High School Diploma or General Education Degree equivalent required, AA degree preferred and
- At least 2 years of administrative duties in a related position/role.
- 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