



WHITE EARTH RESERVATION

CHAIR Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

White Earth Reservation Business Committee Job Announcement

Position: Front Desk Receptionist

Location: White Earth

Pay: \$16.80/hr.

Benefits: Full

Open: 04-07-25

Close: Until Filled

Status: Full-Time

The White Earth Reservation Business Committee is seeking a qualified candidate to greet and assist visitors to the White Earth Tribal building and directing telephone calls to the various departments.

Position Outcomes:

- Greets all visitors and clients in a welcoming manner and answers all incoming calls while providing efficient services and accurate information to present a professional image of the White Earth RTC.
- Listens to and responds to visitor and client concerns to maintain a high level of program satisfaction.
- Processes all incoming mail.
- Provides clerical support to promote office efficiency by relieving the staff of administrative detail.
- 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 Administration department.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to communicate effectively, both orally and in writing.
- Skilled in the operation of a multi-line telephone system.
- Skilled in the operation of office equipment, including: copiers, fax machines, and/or adding machines.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Qualifications:

- High School diploma or general education degree (GED); and six (6) months direct receptionist experience.
- Must be able to pass a criminal background check and drug screening.

Send applications to:

White Earth Reservation Business Committee
Attn: Human Resources
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 will be required prior to and during employment Background Checks performed