



# WHITE EARTH RESERVATION

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

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## White Earth Reservation Business Committee Job Announcement

**Position:** Front Desk Receptionist

**Location:** White Earth

**Pay:** \$16.80/hr.

**Benefits:** Full

**Open:** 04-14-25

**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](http://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