



WHITE EARTH RESERVATION

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

Job Announcement

Position: OMC Administrative Assistant II
Location: Bemidji, MN
Pay: \$22.51/hr.

Benefits: Full

Open: 03-23-26
Close: 03-27-26
Status: Full Time

This position is responsible to provide the initial contract for all employees, visitors, and clients to the respective WERBC Divisional/Departmental Offices. 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.

- Greets all visitors and clients in a welcoming manner and answer all incoming calls while providing efficient services and accurate information.
- Answers all incoming calls, determines appropriate response or person to refer the call to.
- Takes messages as needed for all staff.
- Provide administrative support to the staff to promote efficiency by relieving them of administrative detail.
- Prepares memos, letters, and other confidential documents
- Maintains filing system, forms needed for intake, treatment, and graduation.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of principles and processes for providing customer services.
- Ability to communicate effectively, both orally and in writing.
- Ability to use logic and reasoning and identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Skilled in operation of office equipment, including copiers, fax machines and/or 10 key adding machines.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Qualifications:

- **High School diploma or GED.**
- **AA Degree required and at least (4) years of administrative duties in a related position/role.**
- **Must be able to pass a criminal background check.**
- **Valid Driver's License, and insurance for travel between sites and other business-related destinations.**

Mail Applications to: White Earth Reservation Business Committee
Attention: 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 may be required prior to and during employment
Background Checks performed.*