



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Raymond Auginaush, Sr. DISTRICT II Eugene Sommers DISTRICT III Laura Erickson

Job Announcement

Position: Administrative Assistant 1
Location: Bemidji, MN
Pay: \$19.45/hr.

Benefits: Full

Open: 02-24-25
Close: Until filled
Status: Full Time

This position is responsible for providing initial contact 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 clerical and administrative support to the department to ensure efficient operations.

Position outcomes:

- Greets all visitors and clients in a welcoming manner making them feel comfortable while they wait.
- Performs administrative and clerical support tasks.
- Performs basic filing and recordkeeping.
- Performs advanced level clerical duties.
- Performs Supervisory Responsibilities.
- 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.
- Skilled in operation of office equipment, including copiers, fax machines, laminating machine binder, copy machine, printer.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skills in assisting the needs of the individual and seeking ways to address those respective needs,
- Skilled in managing time effectively and managing multitask at any one time.
- Skilled in developing positive rapport and professional 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 GED, AA Degree preferred and at least (2) years of administrative duties in related position/role.**
- **Must be able to pass a criminal background check.**
- **Must pass a drug screen at hire and throughout employment according to White Earth HR policy.**
- **Prefer a valid MN driver's license, be insurable by agency driver insurance, and have adequate vehicle 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