



# WHITE EARTH RESERVATION

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

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## Job Announcement

**Position:** OMC MAT Receptionist

**Location:** Bemidji MN.

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

**Benefits:** Full

**Open:** 01-27-25

**Close:** Until Filled

**Status:** Full time

This position is responsible for greeting and assisting visitors and directing telephone calls to the various staff as well as being involved in basic office functions that support smooth, therapeutic services.

### 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 on the White Earth RBC./**

- Answers all incoming calls, determines appropriate response or person to refer the call to.
- Takes messages as needed for all staff
- Assist walk-in visitors, making a positive first impression.
- Refers visitors and clients to the appropriate department or function for issue resolution.
- Distributes internal communications to staff.
- Processes all incoming mail.
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills & Abilities required:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- 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 the operation of a personal computer, including related software such as Microsoft (Word, Excel, PowerPoint, Outlook).
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.

### Qualifications include:

- High School Diploma or General Education Degree (GED)
- 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)