



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: OMC Receptionist
Location: Bemidji, MN
Pay: \$16.80/hr.

Benefits: 401K

Open: 02-23-26
Close: 02-27-26
Status: Part 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:

- Greeting 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 RBC and OMC.
- Listen to and responds to visitors and client concerns to maintain a high level of program satisfaction.
- Provides clerical support to promote office efficiency by relieving the staff of administrative detail.
- Answer all incoming calls, determine 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.
- Complete client check ins.
- Ordering and maintaining general office supplies.
- Dispatching transportation is needed when clients call in to the main phone or indicate that they have completed their services for the day.
- Be open to office tasks, as assigned, that help with the smooth running of the office.
- Create a warm, welcoming, therapeutic atmosphere for clients including being mindful of décor and offering coffee, tea, water etc.
- Document and report irregular occurrences.
- 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.
- 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 operation of a multi-line telephone system.
- 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).
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.

Qualifications:

- **High School diploma or general education degree (GED).**
- **Must be able to pass a criminal background check.**

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