

Receptionist

The Seneca-Cayuga Nation is accepting applications for a Receptionist in the Administration building. In compliance with the Seneca-Cayuga Nation, Tribal Government Office Employees Personnel Policy, applicants will be solicited from within the Nation, with consideration being given to upgrading the existing staff according to the Nation's Career Development Program. At the same time, all other applications will also be accepted for this position in order to satisfy the immediate need. The Receptionist is a full-time position under the direct supervision of the Executive Director. This position performs general clerical and typing duties as support for the Seneca-Cayuga Nation Administration. The Receptionist will be responsible for handling all incoming calls, transferring calls to the appropriate staff person, and announce visitors. The Receptionist is responsible for greeting and directing all visitors, including vendors, clients, job candidates, and customers. Perform a variety of clerical duties to include, but not limited to; sorting and preparing incoming and outgoing mail, filing, copying, and faxing. Must have knowledge of operating office equipment. Job requirements: Must possess a High School Diploma or GED with a minimum of one (1) year clerical experience. Work experience in tribal programs preferred. Comprehensive knowledge of Native American culture and program functions will be beneficial. Applicants must be computer literate and proficient with compatible program software. Applicants must be willing to accept any and all other appropriate duties assimilated with the position as assigned. Selected applicant will be required to complete a drug screen and submit to a background check. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com or cjones@sctribe.com. Resumes with applications may be submitted to Human Resources or online at cbrown@sctribe.com. Indian/Tribal Preference will be observed. Posted Until Filled.

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